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# Graham's Business Shorthand



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# GRAHAM'S BUSINESS SHORTHAND

*An Arrangement of Graham's Standard or American  
Phonography for High and Commercial Schools*

By  
CHANDLER SEXTON



NEW YORK  
ANDREW J. GRAHAM & CO.  
1916

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## PREFACE

All the principles taught in this book have been recommended by the Standardization Committee of the National Shorthand Reporters' Association and endorsed by that Association after a long and unbiased investigation for the purpose of discovering the best use of all available shorthand material. In the arrangement and manner of presentation of these principles, there will be found a number of departures from the previous order. Outlines for words are given in the first lesson; sentences, in the second; phrase and position writing is followed from the start; while the halving principle, the omission of vowels, and other time-saving expedients are introduced early in the course. No outline is given in any exercise that will be written differently further on in the text. For the greater convenience of the teacher and pupil, the words in the exercises, wherever possible, have been arranged in columns. Easy business letters are given in the reading and writing exercises after the first few lessons. These changes in the method of presentation have been made in response to the suggestions of many teachers of wide experience. Yet there is nothing in this text at variance with the many helpful practice and reference books already published in the supplementary literature of the Graham system—a most valuable consideration for all who desire to reach the highest planes of shorthand efficiency.

As the title suggests, the purpose of this book is to prepare the student to meet successfully the demands made upon the shorthand writer in modern business life. A further purpose is to effect this preparation in

the shortest possible time consistent with good work. With that end in view, great care has been observed in selecting the words for illustration and drill, so that the student's knowledge of commercial terms will be increased by his shorthand study. Yet it must not be assumed because of this that the text is unsuited for those who desire to prepare for court reporting work; for the shorthand principles employed are identical in both fields.

Of the Graham system itself it is unnecessary to speak at length; its popularity among the expert writers of the country, and its endorsement by the National Shorthand Reporters' Association, are evidences of its superiority.

To the teachers throughout the country who have aided us by suggestions in the preparation of this text, our sincere thanks are due and given.



## CHART OF THE ALPHABET

### CONSONANTS

The *count* represented by each sign is the same as that of the italic letter or letters in the word under its name.

SIGN:	↘	↘			/	/	—	—
NAME:	Pee,	Bee,	Tee,	Dec,	Chay,	Jay,	Kay,	Gay,
SOUND:	<i>pea,</i>	<i>bay,</i>	<i>tea,</i>	<i>do,</i>	<i>chew,</i>	<i>juice,</i>	<i>kick,</i>	<i>go,</i>

Eff, Vee, Ith, Tnee, Es, Iss, Zee, Ish, Zhay, Lay, Ar, Ray,  
foe, rim, think, them, so, s, z, zeal, show, usual, low, rim, τ,

Em, En, Ing, Way, Wëh, Wüh, Yay, Yëh, Yüh, Hay, Hëh.  
me, no, wing, woe, w, w, yew, y, y, hew, h.

## SIMPLE VOWELS

## First-Place

LONG —  $\bar{u}$  =  $\bar{e}$  as in *cut*;  $\bar{i}$  =  $\bar{a}$  as in *all*.

SHORT = [ ] = I as in *it*; [ ] = ö as in *hot*, or a as in *watch*.

## Second-Place

long =  $\bar{a}$  as in *make*;  $\bar{i}$  =  $\bar{o}$  as in *own*.

SHORT = ɪ̯ = ě as in *pet*; ɪ̯̄ = ů as in *up*.

### Third-Place

LONG,  $\bar{u}$  =  $\bar{u}$  as in *arm*;  $\bar{u}$  =  $\bar{u}$  as in *fool*.

SHOULDER — a as in *at*; \_ = oo as in *foot*, or u as in *full*.

## DIPHTHONGS

represents *ai* or *i*, as in *aisle*, *ire*.

" oi or oy, " oil, loyal.

“ *on or on, out, lower*

" u of ur, " tune, mer.

# INTRODUCTION

Graham's Standard Phonography is a system of writing English according to sound. It has a letter for each distinct sound, of which there are forty. These are divided into classes called consonants, vowels, and diphthongs. There are twenty-four consonants, twelve vowels and four diphthongs.

As only the *sounds* are represented in Phonography, silent letters in the common spelling, as *a* in *tea* and *ugh* in *though*, are not expressed in Phonography. *C*, which is sometimes sounded like *s* and sometimes like *k*, as in *cease* and *cow*, has no corresponding sign; for each sound has its distinct sign. Nor has *x*, which sometimes represents the sound of *ks*, as in *box*, and sometimes *z*, as in *Xenia*. *Q* always has the sound of *k*.

## *Nomenclature*

The Graham system provides a method by which a name can be made with the common alphabet for every possible combination of the Phonographic signs. These names are called the nomenclature, and it is important that the student should learn them, as by their use his progress will be hastened and the labor of the teacher lessened.

## *The Alphabet*

The Chart of the Alphabet is for reference only. The letters will be taught in sections. But the attention of the student is called to the arrangement of the first sixteen consonants into pairs of similar signs to repre-

sent pairs of similar sounds, —a light sign for a light sound, a heavy sign for a heavy sound. The remaining consonants cannot be paired; those used most are represented by light strokes.

The simple vowels, likewise, are arranged in pairs of light and heavy signs for light and heavy sounds. And to distinguish the similar signs, they are written in three positions beside the consonant-strokes. Thus, a vowel written opposite the *beginning*, *middle*, or *end* of a consonant-stroke is called, respectively, a *first-place*, *second-place*, or *third-place* vowel. The heavy signs are for the "long" vowels; and the light ones are for the "short" vowels.

### ***Directions for Writing***

A good steel or gold pen is the best writing instrument, because the distinction between light and heavy strokes is more easily made with a pen than with a pencil. However, when facility with a pen has been acquired, the student should use a pencil frequently enough to become accustomed to it and to reading pencil notes. Hold the pen or pencil as for long hand—the wrist above the table and the hand resting lightly on the nails of the third and fourth fingers.

# LESSON 1



## CONSONANT STROKES

1. There are twenty-four consonants. The first eight are given below. The sound represented by each sign is the same as that of the italic letter or letters in the word under its name.

SIGN: \ \ | | / / — —

NAME: Pee, Bee, Tee, Dee, Chay, Jáy, Kay, Gay.

SOUND: *pea*, *bay*, *tea*, *do*, *chew*, *juice*, *kick*, *go*.

2. Pee and Bee should slant 45 degrees; that is, midway between Kay and Tee; thus: ; Chay and Jay should slant less than Pee; thus: 

3. These eight strokes and their names should be mastered before proceeding further. Write the first six downward, stopping at the line of writing. Write the last two from left to right. Make the signs the size of the examples. A good method of practice is to fill several lines of a note-book with each pair of strokes, naming them as you write; thus:

4. *Joining Consonant Strokes*.—All the consonants in a word should be written without raising the pen, each succeeding stroke beginning where the preceding

one ends. When the first stroke of a word is horizontal and the next is written downward, the horizontal is written above the line, so that the second stroke may rest upon it. Tee and Dee should be vertical. When joined to another stroke, Pee, Bee, Chay, and Jay may slant more or less than when standing alone. Carefully notice examples in the exercises, and follow them as closely as possible.





5. *Joining Light and Heavy Consonants.*—Observe carefully that joined light and heavy straight consonants, having the same direction, are written as one stroke, without stopping.

6. *Outlines.*—The consonants of a word, when properly joined, are called its outline.

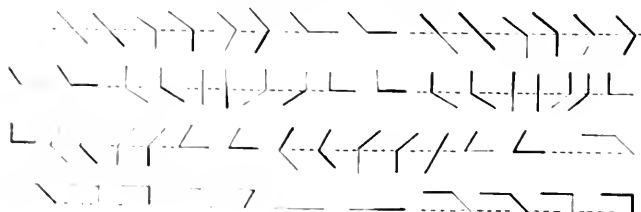
7. A hyphen (-) between sign-names indicates that the signs are to be joined.

8. *Dotted Lines.*—Dotted lines correspond to ruled lines on writing paper.

9. Copy the outlines of the following Reading Exercise ten times; with the tenth time, write opposite each outline its name, as shown in the following examples:

 Pee-Bee,
  Gay-Kay,
  Chay-Tee,
  Dee-Dee.

#### READING EXERCISE





## WRITING EXERCISE

10. Write and number the signs for the following names:

1. Gay-Pee	11. Kay-Jay	21. Kay-Bee	31. Pee-Chay
2. Dee-Tee	12. Tee-Gay	22. Chay-Tee	32. Gay-Kay
3. Bee-Kay	13. Bee-Tee	23. Pee-Kay	33. Dee-Jay
4. Kay-Gay	14. Kay-Dee	24. Kay-Pee	34. Pee-Dee
5. Dee-Bee	15. Tee-Kay	25. Tee-Dee	35. Tee-Bee
6. Chay-Bee	16. Bee-Pee	26. Jay-Pee	36. Gay-Jay
7. Kay-Kay	17. Kay-Tee	27. Gay-Gay	37. Tee-Pee
8. Dee-Pee	18. Tee-Jay	28. Dee-Kay	38. Dee-Dee
9. Bee-Dee	19. Pee-Gay	29. Tee-Tee	39. Pee-Bee
10. Jay-Kay	20. Kay-Chay	30. Chay-Gay	40. Tee-Chay

## LESSON 2

## VOWELS

11. There are twelve simple vowels, represented by light and heavy dots and dashes. The *sounds* for which they stand are their *names*. Writing the vowels in their proper places is called *vocalization*. These places are on either side of a consonant, at the beginning, middle, or end; and they are called, respectively, *first-place*, *second-place*, and *third-place*.

12. *Second-Place Vowels*.—The letter Tee is here used to show the position the second-place vowels occupy at the side of a consonant. Any other consonant-stroke may be so used.

LONG— |• = ā as in *make*;    |- = ō as in *own*.

SHORT— |· = ě as in *pet*;        |- = ŭ as in *up*.

13. *Order of Writing and Reading*.—The consonants of a word are written first; the vowels are then written in their proper positions at the sides of the consonants. Dash-vowels are written at a right-angle to the con-

sonant-stroke. A vowel *above* a horizontal consonant, or to the *left* of any other, is read **BEFORE** the consonant; thus:  $\perp$  oak,  $\neg$  owed. A vowel *below* a horizontal consonant, or at the *right* of any other, is read **AFTER** the consonant; thus:  $\text{—}$  gay,  $\backslash$  pay.

14. *Second-Place Vowels Between Strokes*.—(a) A long second-place vowel occurring between two consonant-strokes is written **AFTER** the first stroke; thus:  $\backslash$  poke, cake  $\text{—}$ . (b) A short second-place vowel occurring between two consonant-strokes is written **BEFORE** the second stroke; thus:  $\backslash$  buck,  $\text{—}$  keg.

15. *Second Position of Words*.—Words composed entirely of horizontal strokes are written on the line when the accented vowel is second-place. Other words having a second-place accented vowel are written so that the *first* SLANTING OR VERTICAL stroke rests on the line. Words so written are in the *second* position. The following outlines illustrate this position and should be copied repeatedly. Pronounce the name of each consonant and vowel as it is made.

## EXERCISE

ape  $\neg$  ate  $\neg$  aid  $\neg$  ache  $\text{—}$  obey  $\backslash$   
 oat  $\neg$  owed  $\neg$  oak  $\perp$  day  $\neg$  jay  $\neg$   
 gay  $\text{—}$  bow  $\backslash$  toe  $\neg$  doc  $\neg$  go  $\text{—}$   
 page  $\neg$  poke  $\neg$  bake  $\backslash$  tape  $\neg$  take  $\neg$   
 cocoa  $\text{—}$  cape  $\neg$  cope  $\neg$  cage  $\neg$   
 ebb  $\backslash$  etch  $\neg$  edge  $\neg$  egg  $\text{—}$  budge  $\neg$   
 buck  $\backslash$  tub  $\neg$  touch  $\neg$  tug  $\perp$  Dutch  $\neg$   
 duck  $\perp$  dug  $\perp$  chuck  $\neg$  jug  $\neg$  cup  $\neg$

16. Write and vocalize the outlines for the following words:

pay, age, bay, gage, gape, choke, check, tuck, chub, poke, peck, dub, pug, opaque, peg, poach, beg, deck, dough, coach, tow.

## TICKS

17. Because of their very frequent recurrence, the words *the*, *a*, *an*, and *and* are generally represented by ticks joined to the preceding or following word.

18. *The* is expressed by a light, slanting tick joined to a preceding word and written downward or upward, that direction being chosen which produces the sharper angle; thus: \ pay the, · ate the.

19. *A*, *an*, or *and* is expressed by a light, horizontal or vertical tick, sometimes joined to a preceding word, but more frequently to a following one; thus: 7 a day, 7 an aid, 7 and take.

20. The horizontal *and*-tick may be joined to the vertical one for the phrase *and a* (or *an*); also to the *the*-tick for the phrase *and the*; thus: 7...and a (or *an*); 7--and the. Care should be taken to place the horizontal tick of these phrase-signs on the line, to avoid confusing them with similar signs to be taught later.

## PUNCTUATION

21. In Phonography the principal mark of punctuation is the period, which is written like Chay-Chay: --/--. A paragraph mark is --//-- ; or a greater space may be left between sentences than is usual. The hyphen, which is needed occasionally to connect compound



## LESSON 3



### CONSONANT STROKES—*Continued.*

22. SIGN: \    \    (    (    )    )    /    /

NAME: Ef, Vee, Ith, Tnee, Es, Zee, Ish, Zhay.

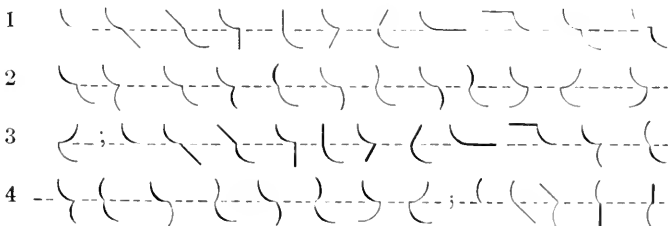
SOUND: foe, vim, *think, them*, so, zeal, *show*, usual.

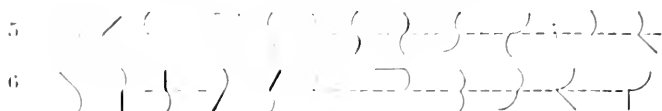
23. (a) Each of this second group of eight strokes is written downward. (b) The heavy curves should be thickest at the center, tapering both ways. (c) Ith, Tnee, Es and Zee should stand so that their ends would touch a vertical line.

24. *Joining Consonant-Strokes.*—There should be no angle between Ef, Vee, Ith, or Tnee and a following Kay or Gay. They should be written as one stroke. When a heavy curve and a heavy straight consonant are joined without an angle, they should be of equal thickness at the point of junction; thus:  Vee-Gay,  Dee-Vee.

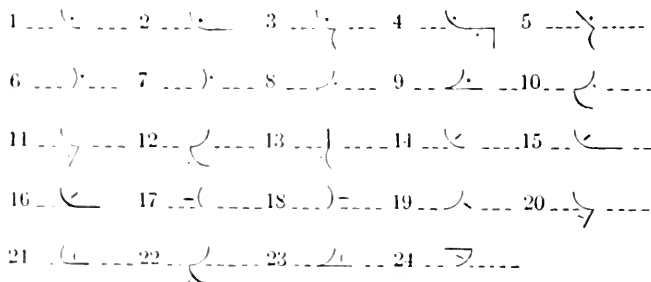
### EXERCISE ON JOINING THE CONSONANTS

Copy repeatedly. Name each stroke as you make it.





25. Copy the following words several times. Be careful to make the "long" vowels *heavy* and the "short" ones *light*. Heavy signs should be made with the first stroke of pen or pencil, not by retracing. Transcribe into longhand and number each word as it is numbered below.



26. Join the consonant-signs for the *sounds* of the italic letters in the following words. Disregard the other letters.

### WRITING EXERCISE

- |                 |                   |                   |                   |                   |
|-----------------|-------------------|-------------------|-------------------|-------------------|
| 1. <i>fop</i>   | 6. <i>abore</i>   | 11. <i>fishy</i>  | 16. <i>Davey</i>  | 21. <i>Joshua</i> |
| 2. <i>shop</i>  | 7. <i>cozy</i>    | 12. <i>shady</i>  | 17. <i>thatch</i> | 22. <i>cash</i>   |
| 3. <i>busy</i>  | 8. <i>ask</i>     | 13. <i>teeth</i>  | 18. <i>thick</i>  | 23. <i>gauzy</i>  |
| 4. <i>fatty</i> | 9. <i>thief</i>   | 14. <i>avowed</i> | 19. <i>sheath</i> | 24. <i>Bessie</i> |
| 5. <i>path</i>  | 10. <i>shaggy</i> | 15. <i>puffy</i>  | 20. <i>coffee</i> | 25. <i>bush</i>   |





# LESSON 4

## THE CIRCLE FOR S AND Z








27. (a) On account of the frequent occurrence of the sounds of s and z, they are represented sometimes by the stroke signs ) ) ; but generally by a small circle, °, which is particularly convenient for joining. (b) The name of the small circle is Iss.

28. Iss is joined—




1. *To Straight Strokes*, by a motion contrary to that of the hands of a clock; thus:



			
sps,	sts,	schs,	sk,
NAMES: Spees,	Steas,	Iss-Chays,	Skays,




2. *To Curves*, on the inside; thus:

						
Sefs,	Svees,	Siths,	Sthees,	Iss-Es-Iss,	Iss-Zees,	Sish-Iss.

3. *Between Straight Strokes Forming an Angle*, outside of the angle; thus:






		
Pees-Tee,	Kays-Pee,	Chays-Tee.



4. *Between Curves*, usually on the inside of the first; thus:  Efs-Vee,  Tnees-Ef,

5. *Between Straight and Curved Strokes*, inside of the curve; thus:  Pees-Ith,  Dees-Es,  Efs-Kay.

























29. *Rules for Using Iss*.—Iss should be used, generally—



1. When *s* (or *c* sounded like *s*) begins a word of two or more consonants.
2. For *s* or *z* at the middle or end of a word.

30. (a) Iss at the *beginning* of a consonant-stroke is read FIRST; that is BEFORE the stroke and any vowels beside the stroke; thus:  soap,  stow. (b) Hence, the stroke  must be used after an initial vowel, as in  ace,  owes.

31. (a) Iss at the *end* of a consonant-stroke is read LAST; thus:  face,  daze. (b) Hence, the stroke must be used before a final vowel, as in *say*, *daisy*.

Read downward.

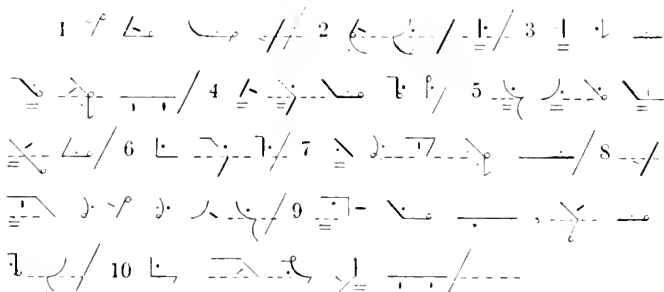
sage...... said...... stay...... days...... shows...  
sake...... soak...... stow...... case...... fuss...  
safe...... sup...... spake...... checks...... shucks...  
save...... such...... spoke...... pose...... upset...  
set...... suck...... baize...... dose...

32. *Caution*.—In such words as  desk,  dusk, it should be observed that the vowel does not occur between two consonant-STROKES, but between two consonants the second of which is represented by a circle; hence the rule of Paragraph 14, *b*, does not apply, and vowels of *what-ever* place must be written by the stroke next to which they are heard.



READING EXERCISE

Read, copy repeatedly, and read from your own notes.



WRITING EXERCISE

To be written in phonography. Join the words connected by a hyphen.

1. Judge Pope and-Judge Gutchess spoke.
2. A-duck's egg upsets Seth Jessup.
3. Abe shaves-the chef and-takes a-cake.
4. Guess Faith Page's age.
5. Ed. Devoe says take both tubs and-desks.

# LESSON 5

## WORD-SIGNS

33. In order to gain speed in writing, words that are used very often are each represented by only a part of its full outline. These parts, when made by a single pen-movement, are called *word-signs*. The term is used both for the sign and the word.

34. *Position of Word-Signs*.—Consonant word-signs are written in three positions, with reference to the line

of writing, in order to indicate or suggest the vowel, or the accented one. The "superior" figure printed with the name of a sign indicates the position of the sign, and should be named when memorizing it. For instance, Pee<sup>2</sup> should be pronounced "Pee two, up."




35. It is necessary to write a few word-signs out of the position of their accented vowel to prevent their being confounded with similar signs which, according to the general rule, would occupy the same position. Also some word-signs which, if placed according to their accented vowel, would be in either the first or the third position, are written in the second (on the line), because that is the most convenient for the writer.

36.

## SECOND-POSITION






## SIMPLE-CONSONANT WORD-SIGNS

∖ Pee <sup>2</sup> , up	∖ Ef <sup>2</sup> , for
∖ Bee <sup>2</sup> , be, object', ob'ject	∖ Vee <sup>2</sup> , have
Tee <sup>2</sup> , it	( Ith <sup>2</sup> , think
Dee <sup>2</sup> , do	( Thee <sup>2</sup> , them, they
/ Chay <sup>2</sup> , which, change-d	) Es <sup>2</sup> , so
/ Jay <sup>2</sup> , advantage	) Zee <sup>2</sup> , was
— Kay <sup>2</sup> , come, Co. (contraction for <i>company</i> ; as, Sage & Co.)	o Iss <sup>2</sup> , as, has
NOTE.—This sign should be used for <i>company</i> only when it is part of a firm name.	∪ Ish <sup>2</sup> , shall
— Gay <sup>2</sup> , together	∪ Zhay <sup>2</sup> , usual-ly

37. The ticks for *the*, *a*, *an*, *and*, may be joined to the stroke word-signs as well as to simple-consonant strokes; and are joined to the signs for *as* and *has*, thus:  as (*or has*) *the*;  as (*or has*) *a or an*;  *and as* (*or has*).

### READING EXERCISE

Read, copy, and transcribe from your own notes.

1.  2.  3.  4.  5.  6.  7.  8.  9.  10. 

## WRITING EXERCISE

1. So it was an-advantage for them, was it? 2. Do they take it as-a joke? 3. Joseph Pope &-Co. have-the tubs. 4. Take-the folks up as they come. 5. Bess and-Ed usually come together for-the eggs and-pay for them as they take them.

# LESSON 6

## VOWELS—*Continued.*

### 38. First-Place Vowels—

LONG.—|̄ = ē as in *cat*; |̄ = ā as in *all*.

SHORT.—|̇ = ĭ as in *it*; |̇ = ȳ as in *hot*, or ă as in *watch*.

39. *First Position of Words.*—(a) When the accented vowel of a word is first-place, the outline is written so that the *bottom* of its *first slanting or vertical stroke* is half the height of a Tee above the line. (b) If the outline is composed entirely of horizontal strokes, it is written the full height of a Tee above the line. Words so written are in the *first position*. Examples:

eat,	keep,	odd,	talk,	peep,	teeth,	sheaf,	thick
		key,	kick,	eog.			

40. *First-Place Vowels Between Strokes.*—When a first-place vowel occurs between two strokes, it is written beside the first one.

bees		seize		sobs		vicious
eats		sip		socks		cautious
seats		sick		fox		bishop

seep	sieve	bob	sickish
siege	pause	fog	caustic
seethe	saw	cog	faucet
tease	cause	ship	visit
fees	thaws	thick	deceit

# TEST WORDS

1 pause	5 bog	9 sheath	13 disk	17 seedy
2 copy	6 gaudy	10 ox	14 gossip	18 deposit
3 cheap	7 shoddy	11 botch	15 shock	19 beseech
4 teethe	8 thief	12 cobs	16 odds	20 Esop

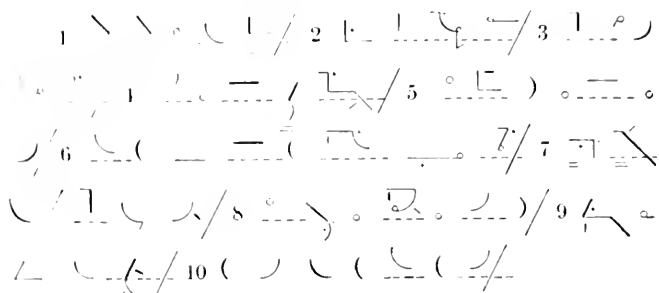
41.

## FIRST POSITION

### SIMPLE-CONSONANT WORD-SIGNS

Bee <sup>1</sup> , by, buy	Ef <sup>1</sup> , if
Tee <sup>1</sup> , time	Vee <sup>1</sup> , ever
Dee <sup>1</sup> , dollar	Ee <sup>1</sup> , see
Chay <sup>1</sup> , each	Iss <sup>1</sup> , is, his
Kay <sup>1</sup> , common	Ish <sup>1</sup> , she, wish
Gay <sup>1</sup> , give-n	
is the	is a (or an), and is (or his).

## READING EXERCISE



## OPTIONAL TEST EXERCISE

- |            |              |             |            |            |
|------------|--------------|-------------|------------|------------|
| 1. spoke   | 11. gusset   | 21. gusty   | 31. escape | 41. dodge  |
| 2. dusty   | 12. sketch   | 22. folks   | 32. chalk  | 42. bib    |
| 3. effigy  | 13. episode  | 23. pasty   | 33. visit  | 43. putty  |
| 4. coax    | 14. edit     | 24. fussy   | 34. eivie  | 44. daub   |
| 5. vague   | 15. deceive  | 25. efface  | 35. topic  | 45. calk   |
| 6. ethics  | 16. teacup   | 26. fifth   | 36. sought | 46. faucet |
| 7. custody | 17. sheathe  | 27. visage  | 37. pop    | 47. coffee |
| 8. suffix  | 18. keepsake | 28. paucity | 38. fog    | 48. balk   |
| 9. beset   | 19. toady    | 29. debauch | 39. jockey | 49. ditty  |
| 10. pesky  | 20. sheepish | 30. sawed   | 40. Scotch | 50. fix    |

## WRITING EXERCISE

1. They seek a-petty advantage for-the city. 2. Take-the teacup up for Bessie. 3. Save-the soap checks for a-desk for Edith. 4. It was a-dusty day for-the job. 5. It is-a pity his speech is so caustic. 6. Give Codely & Co. a-check for-the safe. 7. Was Joe given coffee and-an egg? his face is chalky. 8. Seize-the ship and-beach it. 9. Give Buck a-box for his eggs. 10. Augustus says Jessie is sick.


## LESSON 7


### CONSONANT STROKES—*Continued.*

42. SIGN: 

NAME: Lay, Ar, Ray, Em, En, Ing, Way, Yay, Hay


SOUND: low, rim, me, no, wing, woe, yew, hew

43. (a) When it stands alone,  is always written upward. (b) When joined to another *stroke-consonant*, it may be written upward or downward, according to convenience. (c) It is called Lay when written upward, and El when written downward; thus:


  
Lay-Es, Lay-Em, El-Gay, El-Ing.



44. Ar, Way, and Yay are always written downward.




45. (a) Ray, the straight sign for *r*, is always written upward and, when standing alone, at a considerably greater slant than Chay, from which it is distinguished by its greater slant; thus: / Chay, / Ray. (b) When Chay and Ray are joined to other *stroke-consonants*, they are easily distinguished by their direction, Chay being always written downward and Ray upward; thus:

  
Kay-Chay, Kay-Ray, Lay-Chay, Lay-Ray.

46. Em, En, and Ing are written from left to right.


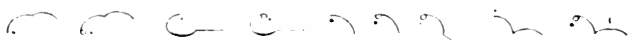
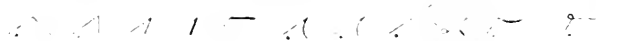



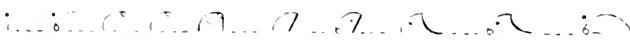




47. Hay , is always written upward.

48. (a) Iss may be joined to Hay at the beginning by making a circle in place of the hook; thus:  Iss-Hay. (b) This will not be mistaken for Iss-Ray, which has the circle on the opposite side; thus: 

49. As Lay, Ray, and Hay are always written upward, their beginning is at the bottom and the vowels are placed accordingly; thus:  law,  raw,  haw.

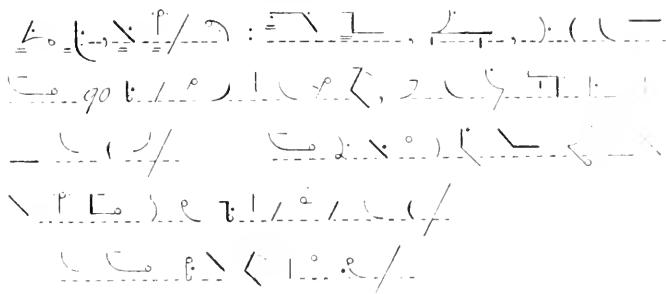
### READING EXERCISE

Copy and transcribe (or read) from your own notes.

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 



## BUSINESS LETTER



## TEST WORDS

Write Ar, the curve, only when a small capital R is used.

- |             |              |             |             |              |
|-------------|--------------|-------------|-------------|--------------|
| 1. agency   | 11. diminish | 21. knock   | 31. ream    | 41. solid    |
| 2. always   | 12. dozen    | 22. infer   | 32. receipt | 42. succeed  |
| 3. bunches  | 13. dullness | 23. leakage | 33. receive | 43. summer   |
| 4. baseness | 14. early    | 24. lower   | 34. repair  | 44. tongue   |
| 5. caused   | 15. enough   | 25. mistake | 35. russet  | 45. varies   |
| 6. city     | 16. error    | 26. months  | 36. rugs    | 46. vicinity |
| 7. citizen  | 17. exchange | 27. notice  | 37. same    | 47. visit    |
| 8. dealer   | 18. fence    | 28. officer | 38. sawed   | 48. wringer  |
| 9. delay    | 19. heavy    | 29. hasty   | 39. service | 49. wrench   |
| 10. deposit | 20. hurried  | 30. pistol  | 40. solicit | 50. wrought  |

## WRITING EXERCISE























1. Tom's mistakes diminish-the agency's receipts. 2. Mary and-Elsie have each a-dollar for a-dozen lilies and-a dozen pinks. 3. Paul Terry wrote a-page for-the Sunday *Republic*. 4. His office is small. 5. James will come and-change-the rugs. 6. Give-the officer a-pistol. 7. Take-the citizen's receipt for-the wringer. 8. Summer dullness caused a-heavy loss. 9. Bob always comes for-the Sunday service. 10. Hasty tongues make many enemies. 11. Have-the mason repair-the leak by-the chimney. 12. Exchange-the check for money and-pay for-the fence. 13. Six months' notice is enough.

# LESSON 8



## WORD-SIGNS—PHRASE-WRITING

50. In the Chart of the Alphabet, brief signs are given for *w* and *y*. The use of these as consonants will be explained later; but as it is now desirable for the sake of phrase-writing to use them as word-signs, they are included in the following list of

### SIMPLE-CONSONANT WORD-SIGNS


















 Ar <sup>1</sup> , hear, her, here	 Ar <sup>2</sup> , are (sometimes Ray <sup>2</sup> ; as,  you are)
 Em <sup>1</sup> , me, my	 Em <sup>2</sup> , am, him, may
 En <sup>1</sup> , any, in	 En <sup>2</sup> , know, no
 Ing <sup>1</sup> , thing	 Ing <sup>2</sup> , language
 Way <sup>1</sup> , why	 Way <sup>2</sup> , way
 Wē <sup>1</sup> , we	 Wēh <sup>2</sup> , were
 Wēh <sup>1</sup> , with	 Wūh <sup>2</sup> , would
 Wūh <sup>1</sup> , what	 Yay <sup>2</sup> , your
 Yēh <sup>1</sup> , year, years	 Yēh <sup>2</sup> , yet
 Yūh <sup>1</sup> , beyond	 Yūh <sup>2</sup> , you
 Lay <sup>2</sup> , will	

51. *Compound Words*.—Outlines for compound words composed of word-signs are formed, whenever practicable, by joining the separate signs; thus:

----- anything,  forever,  become.

## PHRASE-WRITING.















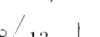









52. The speed and legibility of writing are considerably increased by the judicious use of phrase-writing; that is, by joining words occurring together in phrases and clauses. In order to acquire this valuable art as soon as possible, the student should diligently practice the joining of word-signs, as shown below and elsewhere, until he can do it without hesitation and with neatness and rapidity. The first word of a phrase-sign, unless it is *a*, *an* or *and*, is usually written in its proper position, and the other word or words follow without regard to position. Occasionally, a first-position Brief Way or a horizontal stroke-consonant is raised or lowered slightly to allow the second word to follow in its proper position, as in Wuh-Tee<sup>1</sup>, *what time*; En-Chay<sup>1</sup>, *in each*; so, also, it is sometimes advantageous to take *as* out of its position and join it to a following word that depends upon its position for legibility; as, Sef<sup>1</sup>, *as if*; Sef<sup>2</sup>, *as for*. As the student gains in experience, he will gradually extend the practice of phrase-writing beyond the limit of word-signs. Examples of such phrases will be given in the exercises as the principles of the system are explained.

53. *Phrase-Signs*.— are you,  do you,  for you,  for which,  
 give you,  have you,  here you are,  if you will,  
 think you may,  will you,  if we,  it is (or has),  
 it was,  was it,  we have,  what a (or an),  what the,

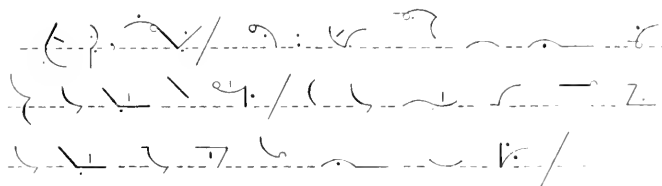
what it was, what was it, which is (or has), which may,  
 which you, which you may, which you will,  
 would a (or an), would the, would be, would do,  
 would it, you are, you will, you will be,  
 you will do, as it, as for

### READING EXERCISE

Read, copy, and read or transcribe from your own notes.

1.  / 2.  / 3.   
4.  / 5.  / 6.   
7.  / 8.  / 9.   
10.  / 11.  / 12.   
13.  / 14.  / 15.   
16.  / 17.  / 18.   
19.  / 20.  / 21.   
22.  / 23.  / 24. 

## BUSINESS LETTER



## WRITING EXERCISE

Write in shorthand, and join the words connected by hyphens.

1. Why are we here? 2. Will-you sell-the bunch for a-dollar? 3. Do-you both speak-the same language? 4. My fear is for-you. 5. You-will-be safe if-we take-you beyond your depth. 6. In what year were they in Minnesota? 7. Do-you know what is yet in-the box? 8. Shall we hear her sing? 9. Mary came for me Sunday. 10. Ring up Bell & Co. and-say they may have 200 dozen eggs. 11. Do-you know any reason for his being here? 12. Would Mollie give her what she came for?

## LESSON 9

VOWELS—*Continued.*54. *Third-Place Vowels.*—





LONG— |. = ä as in *arm*; |\_ = oo as in *food*.



SHORT— |. = ă as in *at*; |\_ = öö as in *foot*, or  
 ʊ as in *full*.

55. *Third Position of Words.*—(a) The first slanting or vertical stroke of a word having a third-place accented vowel is written through the line; (b) outlines having only horizontal strokes are written a little below the line.

Words so written are in the *third* position; thus: --\-- back, --\--<sup>1</sup> look, --\--<sup>1</sup> sat, --\--<sup>1</sup> nag, --\--<sup>1</sup> cook.

56. *Third-Place Vowels Between Strokes*.—When a third-place vowel occurs between two *stroke*-consonants, it is written opposite the end of the second stroke; thus:

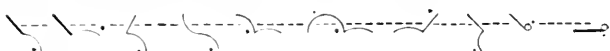
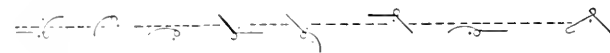

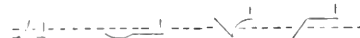




  
 par,          nap,          loop,          pull.

Remark.—In a few cases, greater clearness will result from a non-observance of the rules for writing first-place and third-place vowels between strokes, as a vowel would sometimes be in an angle if the rule were followed; thus:  

In such cases, place the vowel away from the angle; thus:  

### READING EXERCISE

Read, copy several times, and transcribe your own notes.

1   
 2   
 3   
 4 

57. Write in the position of the accented vowel and vocalize the outlines for the following words. Number them to correspond with the numbers below.

- |          |            |             |            |           |
|----------|------------|-------------|------------|-----------|
| 1. par   | 9. sash    | 17. rally   | 25. spool  | 33. soon  |
| 2. spar  | 10. slap   | 18. bank    | 26. tomb   | 34. swoop |
| 3. tar   | 11. map    | 19. rash    | 27. room   | 35. moor  |
| 4. calm  | 12. rack   | 20. rasp    | 28. sloop  | 36. loser |
| 5. czar  | 13. magic  | 21. tarry   | 29. moose  | 37. book  |
| 6. psalm | 14. arch   | 22. marry   | 30. choose | 38. soot  |
| 7. sap   | 15. arnica | 23. carry   | 31. loose  | 39. cooky |
| 8. sack  | 16. arson  | 24. carried | 32. woo    | 40. moody |

58.

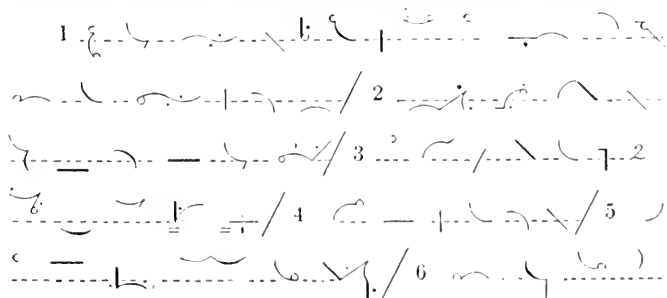
## THIRD POSITION

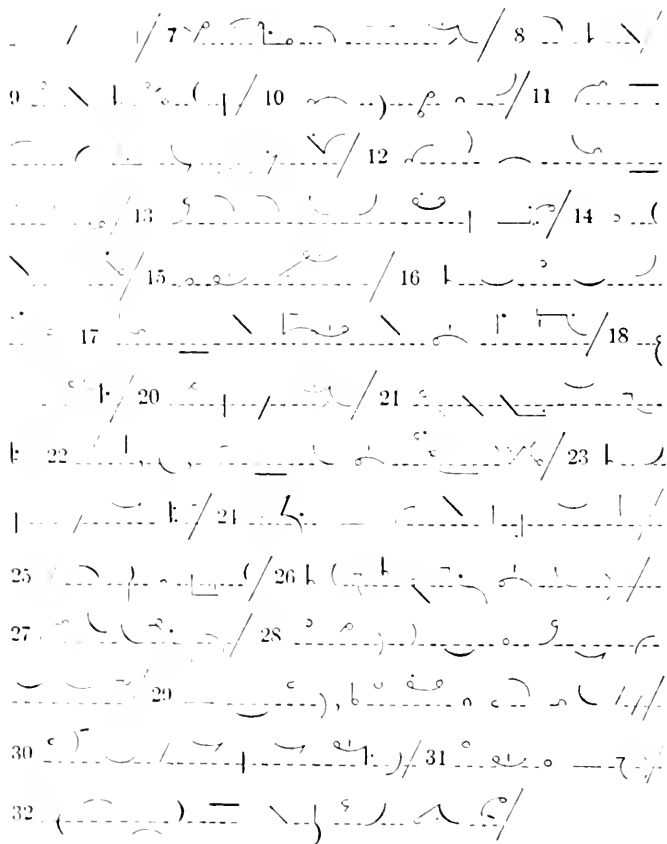
## SIMPLE-CONSONANT WORD-SIGNS

--\-- Pee <sup>3</sup> , hope, happy, party	-(-- Three <sup>3</sup> , though
..X-- Bee <sup>3</sup> , to be	--)- Es <sup>3</sup> , us, use ( <i>noun</i> )
-- - Tee <sup>3</sup> , at, out	--)- Zee <sup>3</sup> , use ( <i>verb</i> )
-- - Dee <sup>3</sup> , had, advertise-d-ment	-)- Ish <sup>3</sup> , issue
--/- Chay <sup>3</sup> , much, charge-d	-)- Lay <sup>3</sup> , whole
--/- Jay <sup>3</sup> , large	---)- Ar <sup>3</sup> , our, hour
----- Gay <sup>3</sup> , go	----- Em <sup>3</sup> , home
-(--- Ef <sup>3</sup> , few	----- En <sup>3</sup> , own
-(--- Vee <sup>3</sup> , however	----- Ing <sup>3</sup> , long, along
-(--- Ith <sup>3</sup> , thank-ed, thousand	---)- Way <sup>3</sup> , away

## READING EXERCISE

This exercise contains all the simple-consonant word-signs but *am*, and it is suggested that it be used for review until those signs are thoroughly learned.





### WRITING EXERCISE

1. Pay your bills with-checks if-you wish receipts. 2. A-rainy day usually lowers our sales. 3. If you are sick, omit your usual task and-go home as soon as Mary and-Elsie come in. 4. She



would as calmly await her death as her marriage. 5. Rake up-the leaves and-bury-the rubbish in-the ditch. 6. Our money is in-the savings bank and-is safe. 7. They had a-whole page advertisement in-the Sunday *Sun*. 8. Marcia has-a large income and-is to be married in May. 9. You-may exchange-the cup for-the cape if-you wish, though we-think you-will-be sorry if-you do. 10. They said, however, they would carry out as-much-as they had room for in-the shop.

# REVIEW OF SIMPLE-CONSONANT WORD-SIGNS

advantage, Jay <sup>2</sup>	for, Ef <sup>2</sup>	long, Ing <sup>3</sup>	to be, Bee <sup>3</sup>
advertise-d, Dee <sup>3</sup>	give-n, Gay <sup>1</sup>	may, Em <sup>2</sup>	together, Gay <sup>2</sup>
advertisement, Dee <sup>3</sup>	go, Gay <sup>3</sup>	me, Em <sup>1</sup>	up, Pee <sup>2</sup>
along, Ing <sup>3</sup>	had, Dee <sup>3</sup>	much, Chay <sup>3</sup>	us, Es <sup>3</sup>
am, Em <sup>2</sup>	happy, Pee <sup>3</sup>	my, Em <sup>1</sup>	use (noun), Es <sup>3</sup>
any, En <sup>1</sup>	has, Iss <sup>2</sup>	no, En <sup>2</sup>	use (verb), Zee <sup>3</sup>
are, Ar <sup>2</sup>	have, Vee <sup>2</sup>	ob'ject, Bee <sup>2</sup>	usual-ly, Zhay <sup>2</sup>
as, Iss <sup>2</sup>	hear, Ar <sup>1</sup>	object', Bee <sup>2</sup>	was, Zee <sup>2</sup>
at, Tee <sup>3</sup>	her, Ar <sup>1</sup>	our, Ar <sup>3</sup>	way, Way <sup>2</sup>
away, Way <sup>3</sup>	here, Ar <sup>1</sup>	out, Tee <sup>3</sup>	we, Weh <sup>1</sup>
be, Bee <sup>2</sup>	him, Em <sup>2</sup>	own, En <sup>3</sup>	were, Weh <sup>2</sup>
beyond, Yuh <sup>1</sup>	his, Iss <sup>1</sup>	party, Pee <sup>3</sup>	what, Wuh <sup>1</sup>
buy, Bee <sup>1</sup>	home, Em <sup>3</sup>	see, Es <sup>1</sup>	which, Chay <sup>2</sup>
by, Bee <sup>1</sup>	hope, Pee <sup>3</sup>	shall, Ish <sup>2</sup>	whole, Lay <sup>3</sup>
change-d, Chay <sup>2</sup>	hour, Ar <sup>3</sup>	she, Ish <sup>1</sup>	why, Way <sup>1</sup>
charge-d, Chay <sup>3</sup>	however, Vee <sup>3</sup>	so, Es <sup>2</sup>	will, Lay <sup>2</sup>
Co. (company), Kay <sup>2</sup>	if, Ef <sup>1</sup>	thank-ed, Ith <sup>3</sup>	wish, Ish <sup>1</sup>
come, Kay <sup>2</sup>	in, En <sup>1</sup>	them, Tnee <sup>2</sup>	with, Weh <sup>1</sup>
common, Kay <sup>1</sup>	is, Iss <sup>1</sup>	they, Tnee <sup>2</sup>	would, Wuh <sup>2</sup>
do, Dee <sup>2</sup>	issue, Ish <sup>3</sup>	thing, Ing <sup>1</sup>	year-s, Yeh <sup>1</sup>
dollar, Dee <sup>1</sup>	it, Tee <sup>2</sup>	think, Ith <sup>2</sup>	yet, Yeh <sup>2</sup>
each, Chay <sup>1</sup>	know, En <sup>2</sup>	though, Tnee <sup>3</sup>	you, Yuh <sup>2</sup>
ever, Vee <sup>1</sup>	language, Ing <sup>2</sup>	thousand, Ith <sup>3</sup>	your, Yay <sup>2</sup>
few, Ef <sup>3</sup>	large, Jay <sup>3</sup>	time, Tee <sup>1</sup>	

# LESSON 10







## DIPHTHONGS—CONTRACTIONS

59. A diphthong is a union of two simple vowels pronounced in one syllable.






60. The four diphthongs most commonly used are represented in Graham shorthand by small angular marks; thus:

∩	represents	<i>ai</i> or <i>i</i> ,	as in	<i>aisle</i> , <i>ire</i> .
∪	“	<i>oi</i> or <i>oy</i> ,	“	<i>oil</i> , <i>loyal</i> .
∩ <sub>h</sub>	“	<i>ou</i> or <i>ow</i> ,	“	<i>out</i> , <i>tower</i> .
∩ <sub>&lt;</sub>	“	<i>u</i> or <i>ew</i> ,	“	<i>tune</i> , <i>mew</i> .






61. The diphthong signs should always be written as shown above; that is, the sign for *i* should always point downward and be in the first position; that for *oi*, in the same position and point upward; those for *ou* and *u* are always written in the third position, *ou* pointing upward and *u* to the left, as shown in the following examples:

					
pie,	shy,	lie,	toil,	royal,	invoice.

				
mouse,	row,	mouth,	due,	music.

62. *Diphthong Signs Joined*.—When the junction is easy the diphthong signs may be joined initially or finally; thus:

				
eyed,	ice,	oil,	bough,	cue.

63. *Consecutive Vowels Written with Separate Signs.*—

(a) When the first two letters of a word are vowels represented by separate signs, the second is written nearest the consonant-stroke, and is read next before it; thus:  $\dot{\vee} \cdot \nearrow$ acrate. (b) When the last two letters of a word are vowels represented by separate signs, the last is written a little further from the consonant-stroke than the first; thus:  $\zeta \cdot$  Genoa.

64. (a) When two vowels occur between two consonant-strokes, one vowel is written to each stroke, if that can be conveniently done; thus:  $\vee \cdot \curvearrowright$  poem. (b) But otherwise both vowels are written to the same stroke; thus:  $\mid \cdot \cdot \curvearrowright$  duel.

65. Copy the following outlines until *you are sure you know* the diphthong signs and the method of writing two consecutive vowels.




























tie..... guy..... thigh..... sigh..... alie..... ire.....  
rye..... tire..... fire..... lime..... toy..... joy.....  
alloy..... ahoy..... annoy..... coil..... foil..... boil.....  
boiler..... how..... cow..... allow..... row..... mow.....  
cowl..... foul..... fouler..... endow..... rowdy..... dew.....  
chew..... cue..... pure..... hew..... beauty..... bureau.....  
duty..... tube..... mule.....  
iota..... Ionic..... idea..... Owen..... Ohio..... payee.....  
dewy..... doughy..... Noah..... Maria..... via..... radii.....  
Genoa..... opium..... dial..... towel..... jewel..... ruin.....

66. Write in the position of the accented vowel and vocalize the outlines for the following words:

Write L, the downward stroke, when a small capital L is used.

- |           |            |              |              |             |
|-----------|------------|--------------|--------------|-------------|
| 1. pipe   | 9. mighty  | 17. loyal    | 25. mouse    | 33. cure    |
| 2. pike   | 10. guide  | 18. royally  | 26. rouse    | 34. tube    |
| 3. vile   | 11. toil   | 19. doily    | 27. arouse   | 35. cubic   |
| 4. Nile   | 12. oil    | 20. oiler    | 28. denounce | 36. view    |
| 5. mile   | 13. boy    | 21. bower    | 29. mouth    | 37. slew    |
| 6. tile   | 14. coy    | 22. cowl     | 30. ounce    | 38. renew   |
| 7. life   | 15. coiler | 23. vow      | 31. pure     | 39. renewed |
| 8. rhyme  | 16. decoy  | 24. seow     | 32. lure     | 40. acute   |
| 41. piety | 42. gaiety | 43. Cheyenne | 44. Judea    |             |

67. The term *contraction* is used for an incomplete outline of two or more strokes; also for the word the outline represents. Following are contractions for a few common words, the complete outlines for which are too long for rapid writing:

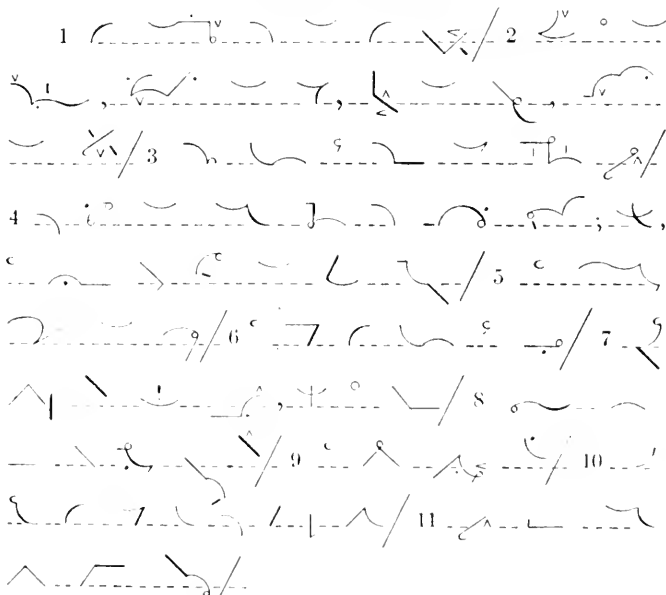
 Jay²-En, January	 Ef²-Em, familiar-ity	 Pee²-Kay, peculiar-ity
 Ef²-Bee, February	 Ar²-Gay, irregular-ity	 Pee²-Bee, public-ation, publish-ed-er
 En-Vee², November	 En-Jay², knowledge, New Jersey	 Ray²-Ef, refer-red-ence
 Dees²-Em, December	 Em-Ish²-Ray, machinery	 Ray²-Efs, re- fers, references
 Ems-Chay³, Massachusetts	 Em-En-Ef², manufacture-d, manufacturer	 Ray²-Gay, regular-ity
 En-Yay², New York	 En²-Gay, neglect-ed	 Ray²-Pee, represent
 Pee²-Vee, Pennsylvania	 En-Vee², never	 Ray²-Pee:Dec, represented
 Kay-Jay², acknowledge	 En†Vee², nevertheless	 Rays²-Pee, respect-ful-ly
 Vee²-Jay, average	 En†Tec², notwithstand- ing	 Sem²-Ing, something

Remark 1.—No confusion arises from having a contracted outline stand for two words, as *familiar*, *familiarity*, for the context at once indicates whether the outline should be read as an adjective or as a noun.

Remark 2.—The sign “†” between the names of two strokes indicates that the second stroke is to be written through the first. A colon “:” in a similar case indicates that the second stroke is disjoined.

Remark 3.—Derivatives.—(a) Signs for *regularly*, *irregularly*, *peculiarly*, *familiarly*, may be formed by writing Lay near the end of the last stroke of *regular*, etc. Ray-Ef being *refer*, *reference*, adding lss makes *refers*, *references*.

## READING EXERCISE



## WRITING EXERCISE

Join words connected by a hyphen.

1 Ship-the machinery via-the Pennsylvania. 2 His February invoice is in-the outside office. 3 Our New-York mill will have-the tires ready by January. 4 Your bank deposits for November show your sales were large. 5 Notwithstanding many delays in manufacture, our boilers were ready for use in-December.

6 Acknowledge receipt and-keep-the slip for reference. 7 You may renew our advertisement in-the *News*. 8 They-said something was inside-the pipe. 9 His irregularities caused his dismissal. 10 Dubuque is-a city in Iowa. 11 Notwithstanding our familiarity with machinery, it-was nevertheless something we-had never seen in any Pennsylvania mill. 12 At-the jeweler's you-will see something represented to-be a-peculiar jewel. 13 We-shall-have-the machinery for-the bake shop set up by-the time they come. 14 We-wish to-be regularly represented in New-York City.

## BUSINESS LETTER

ISAAC HUGHES,  
Dubois, Pa.

Sir: Your advertisement in Tuesday's *New York Times* was charged at-the regular rate for five inches. It makes-the bill \$6.25, for-which we-hope-you-will mail us your check.

Yours-respectfully,

# LESSON 11

## VOWEL AND DIPHTHONG WORD-SIGNS

68. The vowels are written alone in two positions, above and on the line, as word-signs. For the sake of distinction, the dash-vowels are written in different directions.

69. The dash-vowel signs are named after half-length consonant-strokes (to be explained later) which they resemble, with the suffix *oid* (meaning *like* or *resembling*) added.

## 70. VOWEL AND DIPHTHONG WORD-SIGNS

• ---	Name The-dot	∖	Bedoid <sup>2</sup> , too, two
•	A, An, or And-dot	↑	Dedoid <sup>2</sup> , oh, owe
∖ ---	Bedoid <sup>1</sup> , all	/	Jedoid <sup>2</sup> , who, whom
↑ ---	Dedoid <sup>1</sup> , already, awe	∖	Petoid <sup>2</sup> , to
/	Jedoid <sup>1</sup> , ought	↑	Tetoid <sup>2</sup> , but
∖	Petoid <sup>1</sup> , of	/	Chetoid <sup>2</sup> , should
↑ ---	Tetoid <sup>1</sup> , or	∨	I <sup>1</sup> , I, high
/	Chetoid <sup>1</sup> , on		

Remark 1.—(a) When *the* begins a sentence and whenever the tick for *the* cannot be joined easily at the end of a word, use the dot. (b) Use the dot for *a* whenever it is more convenient than the tick.

Remark 2.—When pronouncing the names of the dash-vowel signs, accent the first syllable; thus: Bed'oid.

Remark 3.—(a) *On* and *should* are written downward when standing alone (b) When joined to other words, the upward direction is usually the most convenient.

71. *Derivative Word-Signs*.—Signs for derivative words may generally be formed from word-signs by joining to the sign of the primitive the additional consonant or consonants of the derivative; thus:

eye, eyes, *eying*, high, *highness*, height, higher common,  
 uncommon, commonly, large, *largely*, advantageous, *disadvantageous*

72. *Contractions with Diphthongs*.—A single stroke of the signs for *i*, *ou*, and *ew* may be joined to the strokes Lay and En for the following words:

Names: Petoid<sup>1</sup>-Lay,      En<sup>2</sup>-Petoid,      En<sup>2</sup>-Chetoid,  
                                   highly,                    now,                    new, knew

73. *Ticks Added to Vowel Word-Signs*.—The ticks for *a*, *an*, and *the*, may be joined to the dash-vowel word-signs; thus: --- of a (or *an*), --- of the, >-- to the, --- and on, > and who-m. In order to distinguish between *and the* and *and should*, and between *and a* and *and but*, they are written thus:

and the      and should      and-a (or *an*)      and but  
 Ketoid<sup>1</sup>-Chetoid, Ketoid-Chetoid<sup>2</sup>, Ketoid<sup>2</sup>-Tetoid, Ketoid-Tetoid<sup>2</sup>.

74. *Iss Added to Word-Signs*.—In addition to the use of Iss to express the sound of *s*, and as a word-sign for *is*, *as*, *his*, *has*, it may be added to a word-sign to indicate—

1. The addition of *s* to make another word, thus:

hopes,    buys,    its,    dollars,    advertises-ments,



advantages, 
 commons, 
 comes, 
 gives, 
 goes,  
 thinks, 
 thanks, 
 sees, 
 uses (noun), 
 uses (verb),  
 wishes, 
 issues, 
 hers, 
 homes, 
 knows, 
 whys,  
 ways, 
 yours 
 twos, 
 owes, 
 whose.

2. The addition of *us* to prepositions; thus:

for us, to us, with us.

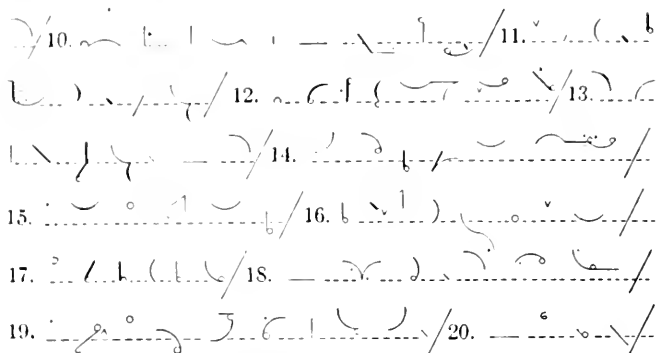
3. The addition of *self* to pronouns; thus:

itself, 
 herself, 
 ourselves, 
 myself,  
 himself, 
 yourself.

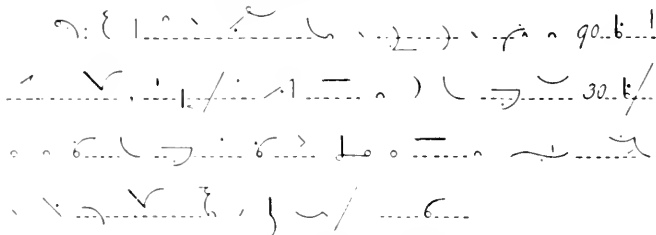
Remark.—*Itself* is written in the third position to distinguish it from *its*.

## READING EXERCISE

1. / 2. /  
 / 3. /  
 / 4. /  
 / 5. /  
 / 6. /  
 / 7. /  
 / 8. / 9. /



## BUSINESS LETTER



## WRITING EXERCISE

Sir: We think your bill for 23 dollars is too high, as the job was easy and took but a few hours. We should like a bill of items. Will you come and show us the things charged for?

Respectfully yours,

Sirs: The rate on hay via the "New Route" is now much lower, and you will save yourself money if you will ship all your hay by it. May we show you why?

Yours respectfully,

Sir: James Saxon and Lewis Vose are now in New-York but will be in Syracuse soon. They say they think highly of your scheme but hope you will have something for them in the way of a job in large cities.

Yours,

# LESSON 12

## TIME-SAVING EXPEDIENTS

75. Because the words *I*, *he*, *how*, recur so frequently, they are generally represented by ticks that join easily in phrase-writing.

76. *The I-Tick* — Either stroke of the diphthong-sign  $\text{--}\overset{\vee}{\text{--}}$  may be used for *I*, if written ABOVE the line and joined to the *following* word; thus:


$\text{--}\overset{\smile}{\text{--}}$	$\text{--}\overset{\vee}{\text{--}}$	$\text{--}\overset{1}{\text{--}}$	$\text{--}\overset{1}{\text{--}}$
I am,	I will,	I do,	I had,
NAMES: Petoid <sup>1</sup> -Em,	Petoid <sup>1</sup> -Iay,	Retoid-Dee <sup>2</sup> ,	Retoid-Dee <sup>3</sup>

77. *The He-Tick*.—(a) When standing alone, *he* is represented by a tick ON the line, written downward, like Chay. (b) When joined to another sign, the *he*-tick may be written in the direction of Pee, Chay, or Ray. (c) When *he* BEGINS a phrase, its sign must rest upon the line, in order to distinguish it from the tick for *I*. Examples:

$\text{--}\overset{1}{\text{--}}$	$\text{--}\overset{\smile}{\text{--}}$	$\text{--}\overset{1}{\text{--}}$	$\text{--}\overset{2}{\text{--}}$	$\text{--}\overset{\vee}{\text{--}}$
he,	he may,	he thinks,	he is or he has,	he will.
Chetoid <sup>2</sup> ,	Chetoid <sup>2</sup> -Em,	Retoid <sup>2</sup> -Itis,	Retoid <sup>2</sup> ,	Petoid <sup>2</sup> -Iay,
$\text{--}\overset{1}{\text{--}}$	$\text{--}\overset{\vee}{\text{--}}$	$\text{--}\overset{\vee}{\text{--}}$	$\text{--}\overset{\vee}{\text{--}}$	$\text{--}\overset{\smile}{\text{--}}$
for he,	but he,	or he,	is he,	
Ef <sup>2</sup> -Chetoid,	Tetoid <sup>2</sup> -Retoid,	Tetoid <sup>1</sup> -Retoid,	Iss <sup>1</sup> -Chetoid,	
$\text{--}\overset{2}{\text{--}}$	$\text{--}\overset{\smile}{\text{--}}$	$\text{--}\overset{1}{\text{--}}$	$\text{--}\overset{1}{\text{--}}$	
as he or has he,	[as the]	and he	[and the].	
Iss-Chetoid <sup>2</sup> ,	[Iss <sup>2</sup> -Chetoid],	Ketoid-Chetoid <sup>2</sup> ,	[Ketoid <sup>2</sup> -Chetoid].	

(d) Experience shows that the different uses of this tick for *he* and *the* can readily be distinguished. (e) *And he* and *and should* are also written alike; but, with the aid of the context, no difficulty is experienced in reading them.

78. *The How-Tick*.—(a) Either stroke of the diphthong-sign  $\wedge$  may be used for *how*, if written BELOW the line and joined to the following word. (b) When it stands alone, the *how-tick* is written downward in the direction of Chay; when joined, it may be written upward or downward; thus:







how,      how will,      how many,      how soon.

NAMES: Chetoid<sup>3</sup>,    Petoid<sup>3</sup>-Lay,    Chetoid<sup>3</sup>-Em-En,    Retoid<sup>2</sup>-Sen.

79. *The Horizontal or Vertical I-Tick*.—When the context would not permit misreading, *I* may be expressed medially or finally in a phrase by a horizontal or a vertical tick; thus:  $\uparrow$ .... What I said of you; ... You and I.



80. *Prefixes "com," "con," "accom."*—(a) A light dot placed at the beginning of a word signifies *com* or *con*; (b) a HEAVY dot, *accom*; thus:  $\dot{\text{---}}$  commit,  $\dot{\text{---}}$  conscience,  $\dot{\text{---}}$  accompany; (c) or these prefixes may be indicated by writing the remainder of the word partly under the preceding one; thus:  $\text{---}\dot{\text{---}}$  in company,  $\text{---}\dot{\text{---}}$  I will accompany. See Paragraph 243.



REMARK.—(a) Word-signs are sometimes used as prefixes; thus:  $\text{---}$  altogether,  $\text{---}$  although,  $\text{---}$  almost,  $\text{---}$  Almighty. (b) *All* is represented by Lay in "also," "always," because in these words that prefix can be more readily written with Lay than with the word-sign for *all*; thus:  $\text{---}$ ,  $\text{---}$ . These words are sufficiently legible without vocalization. (c) All word-signs (except *under*, see page 59), when used as prefix-signs, retain the position they have as word-signs.



81. *Suffixes "ing," "ings."*—(a) The suffix *ing* may be expressed by a *light* dot at the end of a word; thus: -paying; and *ings*, by a *heavy* dot, thus: doings. (b) Instead of the heavy dot, the stroke Ing-Iss,  is generally employed when it can be conveniently joined; thus: sayings.

REMARK 1.—The dot is not employed when *ing* or *ings* is not a suffix; that is, when a complete word does not remain when *ing* or *ings* is omitted; for instance, in such words as *ring*, *sing*, *kings*, *wings*.







REMARK 2.—(a) As a general rule, the suffix *ing*, when it is part of a noun, is best written with the stroke Ing, as it permits the addition of *ss* (*s*) to express the plural number. (b) But when *ing* forms the end of a *participle*, it should be represented by the dot.

REMARK 3.—The participles *being* and *objecting* are written differently, for the sake of distinction; thus: being, objecting.

82. The suffix *ing* and a *the* following it may be expressed by writing the tick for *the* in place of the Ing-dot; thus: showing *the*, paying *the*.

83. The suffix *ing* and a following *a*, *an*, or *and*, may be expressed by writing the *a-n-d*-tick in place of the Ing-dot; thus: eating *a*, giving *a*.

REMARK.—The direction which varies most from the preceding stroke should be chosen when writing a tick for *ing-the* or *ing-a-n-d*.

84. *Words Omitted and Indicated.*—(a) The connecting words *of the* are commonly omitted and the omission indicated by writing the adjacent words close to each other; thus: sale of the box. But if *of the* is preceded or followed by a vowel word-sign, or a vocalized word the vowel of which might be confused with the adjacent word if the two were written close, the sign  should be used between them. (b) *To* may be omitted and indicated by writing the following word close against the lower edge of the line; thus: to day, to knock, to sell, to hasten. This is called the Fourth Position. (c) Words beginning with *Lay* or *Ray* are not written in the fourth position.

85. *Position of Words of Several Strokes.*—Many words of two or more strokes have outlines so distinctive that the context is the only aid needed to read them invocalized. Hence, as time is lost by unnecessary motion, such words are written on the line, even though the accented vowel is first-place, as in *an* also, or third-place, as in *any* fancy.

### READING EXERCISE

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19.

### WRITING EXERCISE

Omit "of the" and "to" when enclosed in parentheses. Write in the fourth position any word followed by a superior figure <sup>4</sup>.

1 He represented a-New-York company which a-few months ago was buying buggies in-your city; but now he sells machinery (to) many<sup>4</sup> large companies in New-York, New Jersey, and Pennsylvania. 2 You-and-I should take advantage (of the) low shipping rate on-the Erie. 3 He denied what-I-said of-you. 4 How does-he pay his bills? 5 He always accommodates us by paying early in-the month. 6 Do-you deposit with-the Fifth Avenue Bank? 7 My deposits are small, but I-am paying as I go.







### BUSINESS LETTER


Sir: I-wish (to) buy<sup>4</sup> a-house on-the south side of Idaho Avenue, and-should like (to) know<sup>4</sup> if-you have any house for sale in-your vicinity; also the cost. I-desire something for, say, eight thousand dollars, and-if-you have anything which-you think would suit me, I-hope-you-will so advise.


Respectfully-yours,




## LESSON 13

### LOOPS—SES-CIRCLE

86. *The Stch-Loop*.—(a) A small loop at the *beginning* of a consonant-stroke represents *st*; thus:  st-p, as in *step*;  st-t, as in *state*. (b) At the *END* of stroke it may represent *st*, as in *past*; or *zd*, as in *dazed*. (c) This small loop is named *Stch*, or the sound of *st* is joined with the name of the stroke to which the loop is joined; thus:  Stch-Bee;  Stch-Tee;  Bee-Stch or Beest;  Stch-Ar or Star.

87. *The Ster-Loop*.—(a) A large loop at the *end* of a consonant-stroke represents *str*; thus:  p-str, as in *poster*. (b) The large loop is named *Ster*. When com-





bined with the name of a stroke to make a name for the combination, the new word is accented on the first syllable; thus:  Bee'ster. (c) The Ster-loop is never used for *str* at the beginning of a word, as in *struck*.

88. The loops are used occasionally in the middle of a word; as in  destiny,  dentistry,  mastership.




89. *Ses-Circle*.—(a) A syllable composed of the sounds of two *s*'s or two *z*'s, or of *s* and *z*, with a vowel between them, as in *system*, *mazes*, *Cæsar*, is generally represented by a circle double the size of Iss. (b) The large circle may be called either *Ses* or *Sez*.

90. *Ses* may be joined to consonant-strokes just as *Iss* is.

91. The vowel or diphthong occurring between the consonants expressed by *Ses* may be written within the circle; thus:




 Caesar,  sizer,  synopsis,  exhaust.

92. When the vowel *ë* occurs in a syllable expressed by *Ses*, it is not written, for it is heard in the name *Sës*; as in *possess*.

93. (a) *S* or *z* may be added to a loop or a large circle; thus:  p-sts, as in *posts*;  p-strs, as in *posters*;  p-ss-s, as in *possesses*. (b) These signs are named respectively *Peests*, *Pee'sters*, *Pee'ses-Iss*.





94. The *Steh-loop* or the *Ses-circle* at the *beginning* of a stroke is read first, just as *Iss* is.

95. At the *end* of a stroke, the loops and circles are read last.























96. (a) The *the-tick* may be joined to a loop thus:  paste the,  guessed the. (b) It may also be added to *Ses*; thus:  possess the.






97. *Distinctions*.—Words which contain the same or similar consonant-sounds, but have different meanings, are distinguished in various ways. Note the following:

|   |   |   |   |
|---|---|---|---|
|  |  |  |  |
| Enses <sup>1</sup> ,<br>Misses,   | Ems-Es <sup>2</sup> ,<br>Mrs.   | Dees <sup>1</sup> -Es,<br>decease,  | Deeses <sup>1</sup> .<br>disease.   |

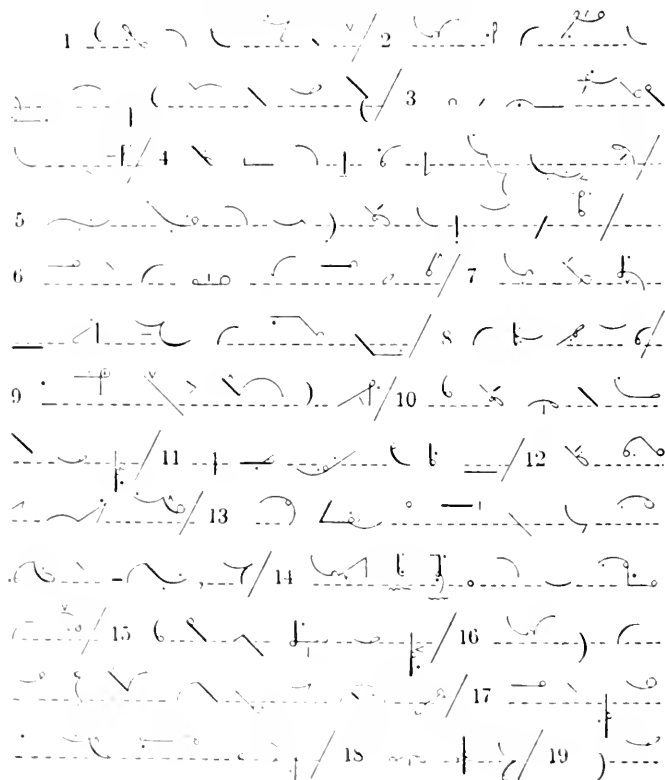
98. Ses is used as a phrase-sign for any two Iss word-signs occurring together. When so used, it is written in the position of the first of the two words in the phrase. Learn the following word-signs containing Iss, Steh, or Ses:

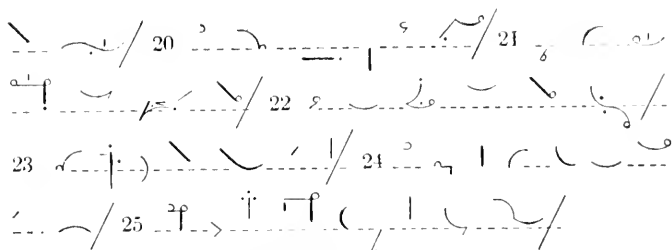
|  |  |
|--|--|
|  Pees <sup>1</sup> , possible-y,<br>possibility           |  Ens <sup>1</sup> , influence                                   |
|  Spee <sup>2</sup> , expect-ed,<br>expectation            |  Enst <sup>1</sup> , influenced,<br>instant                     |
|  Spee <sup>3</sup> , special-ty                           |  Enses <sup>1</sup> , influences,<br>United States              |
|  Bees <sup>1</sup> , business                             |  Enst <sup>2</sup> , next                                       |
|  Iss-Bee <sup>2</sup> , subject                           |  Steh <sup>2</sup> , first                                      |
|  Stee <sup>3</sup> , satisfy, satisfied,<br>satisfactory |  Ses <sup>1</sup> , is as, is his, his is,<br>his has          |
|  Kays <sup>1</sup> , because                            |  Ses <sup>2</sup> , as his, as is, as has,<br>has his, has as |
|  Svee <sup>2</sup> , several                            |  Ses-Ens <sup>2</sup> , as soon as                            |
|  Tnees <sup>1</sup> , these                             |  Tneeses <sup>2</sup> , themselves,<br>this is (or has)       |
|  Tnees <sup>2</sup> , this                              |  Arses <sup>3</sup> , ourselves                               |
|  Tnees <sup>3</sup> , those, thus                       |  Yayses <sup>2</sup> , yourselves                             |

99. *Derivatives*.—(a) The signs for *influenced*, *influences*, *themselves*, *ourselves*, *yourselves*, are formed in analogy with the principle stated in Paragraph 71.

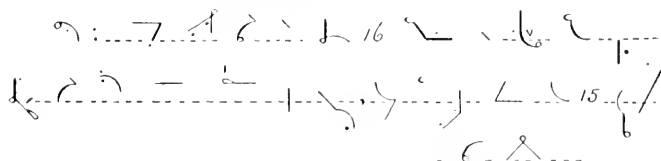
(b) When a word-sign does not contain the last consonant of the word it represents (the sign for *subject*, for example, does not contain *t*), a derivative-sign is generally formed by writing near the sign of the primitive the additional consonant of the derivative; thus:  subjected,  objector,  satisfactorily.

## READING EXERCISE





BUSINESS LETTER



WRITING EXERCISE

1 We expect (to) do<sup>t</sup> a-large business in-the United-States next summer. 2 On-what subject are-you (to) speak<sup>t</sup> next Tuesday? 3 I-hope-you-will-be satisfied, because he-has given-you the best he had. 4 Several of-these cases came (to)day<sup>t</sup>; has-the invoice come? 5 This will-do nicely, thank-you. 6 Those things have no influence here. 7 My buyer has just come back, and-thus I know he-thinks it-is unwise (to) buy<sup>t</sup> your stock. 8 Jackson must be influenced (to) think<sup>t</sup> of-those things as we-do. 9 Influences of-which-you have no idea are coming (to) assist<sup>t</sup> us, and-may enlarge our business much beyond your expectation. 10 If-his first sale is-as large as-he expects it to-be, he-will ask for a higher salary. 11 Has-his bill for those boxes come? 12 This-is-the first time they, themselves, have come. 13 We, ourselves, have seen it. 14 Do it yourselves. 15 Mrs. Chester's influence will change all these things. 16 We shall go as-soon-as our business is satisfactorily disposed of. 17 Are-the Misses Dexter to-be in-the United-States this summer? 18 Do-you think his expectations will-be satisfied in-his new business? 19 His decease was due to a-new and-unusual disease. 20 We-have expected (to) discuss<sup>t</sup> this business with-them.

## BUSINESS LETTER

KENNETH PASTOR,  
Rochester, N. Y.

Sir: This-is (to) acknowledge-receipt of-your check of March eighth, for-which I-thank-you. May I-hope next Tuesday to hear your views on-the subject we spoke of the last time I-saw you? If-you-will aid me in-this way, I-think the affair will-be satisfactory to-us all.

Respectfully-yours,

## LESSON 14

## THE HALVING PRINCIPLE

100. By writing the stroke half its usual length, EITHER *t* or *d* may be added to

$\backslash \backslash \quad | \quad | \quad / \quad / \quad \_ \quad \_ \quad \smile \quad \smile \quad ( \quad ( \quad ) \quad ) \quad \cup \quad \cup \quad /$  or  $\swarrow$ ; thus:

$\backslash \quad \backslash \quad | \quad | \quad / \quad / \quad \_ \quad \_ \quad \smile \quad \smile \quad ( \quad ( \quad ) \quad ) \quad \cup \quad \cup \quad /$

pat, dot, cot, feet, shot, upright, red-hot, hoed.  
pad, Dodd, eod, feed, shod,

Remark.—Half-length Ray is never used alone.



101. By halving the curve-signs for *l*, *r*, *m*, *n*,  $\smile$ , *t* or *d* is added, according as the shortened letter is made *light* or *heavy*; thus:







$\smile \quad \smile \quad \smile \quad \smile \quad \smile \quad \smile \quad \smile \quad \smile$





late, laid, art, erred, met, mode, net, need


102. *Names of the Half-Lengths.*—(a) The halved letters, when spoken of as a class, are called Half-Lengths. (b) The different half-lengths are named by adding the syllable *et* or *ed* to the sound of the full-length, except when it is more convenient, or better for distinction's sake, to add the sound of *t* or *d* to the name of the





full-length; thus: Pet or Ped, Bet or Bed, Ret or Red, Met, Med, or Emt, Emd; Net, Ned, or Ent, End; Let, Elt, Eld, Art, Ard; etc.

103. (a) Let , when standing alone, is always written upward, and is usually so written when joined to other strokes. (b) Eld  is always written downward.

104. *Reading and Vocalization of Half-Lengths.*—The reading and vocalization of halved letters should proceed as follows: 1. Read a halved letter, with the vowel or vowels beside it, precisely as though it were a full-length sign. 2. Add the sound denoted by halving. 3. Add the sound of the final circle or loop, if any; thus:  tau-t = taught,  fee-t = feet,  tauk-t = talked,  rek-t = wrecked,  too-ts,  mi-d-st.





































105. *Final rd.*—Final *rd* preceded by Em, Ef, Vee, or Lay, should be represented by Red, which can be more easily joined than Ard, especially in rapid writing; thus:  mired,  fired,  veered,  lard.

106. *Let for Eld.*—In a very few cases when Eld cannot be conveniently used, Let is employed for *ld*; as in  muzzled.

107. *Syllables -ted, -ded.*—The syllables *-ted* and *-ded* are usually written with Ted and Ded; thus:  - dart,  darted;  afford,  afforded.







108. *T distinguished from D.*—(a) When *t* and *d* would not be sufficiently distinguished if both were added to the same kind of line, *t* should not be added by halving, except to a light line; nor *d*, except to a heavy line. If, for instance, *bead* requires to be distinguished from *beat*, write Bed for the former and Bee-Tee for the latter. (b) With the aid of the context, these distinctions are seldom needed.

## 109. HALF-LENGTH WORD-SIGNS

|  |  |  |
|--|--|--|
|  Pet³, hoped     |  Itht¹, thought                       |  Ard¹, Lord, read             |
|  Pet³, put       |  Thet¹, that                          |  Ard², heard                  |
|  Bet³, about     |  Thet², without                       |  Met¹, might                  |
|  Det³, doubt     |  Est¹, astonish-ed,<br>astonishment   |  Med¹, immediate-ly           |
|  Ket¹, quite     |  Est², establish-ed,<br>establishment |  Med², made                   |
|  Ked², could     |  Zet¹, is it                          |  Semt¹, somewhat              |
|  Sket³, exact-ed |  Zet², as it,<br>has it               |  Semt², sometime<br>same time |
|  Ged¹, God       |  Zed³, used                           |  Net¹, not                    |
|  Ged², good      |  Isht¹, wished                        |  Net², nature                 |
|  Eft¹, if it     |  Let², let                            |  End², under,<br>hundred      |
|  Eft², after     |  Lets², let us                        |  Sent¹, is not                |
|  Vet¹, of it    |  Eld², world                         |  Sent², as not,<br>has not    |

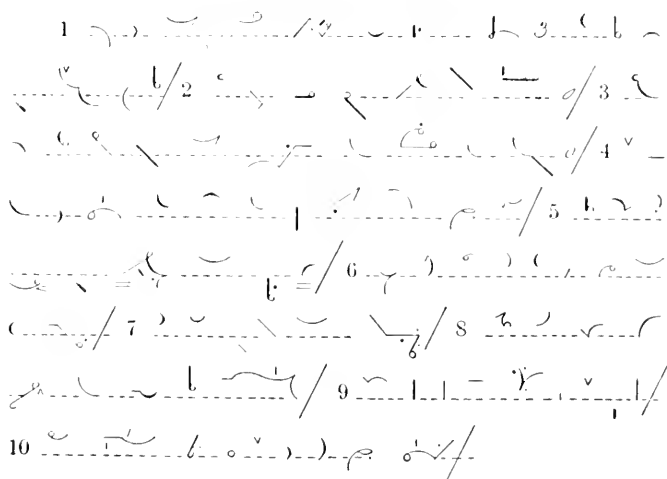
Remark 1.—*Put, about, doubt*, are written below the line to certainly distinguish them from similar signs written through the line.

Remark 2.—When all the consonants of a regular verb are expressed by a full-length word-sign, the past tense should be indicated by that word-sign made half length. For examples, see *wish, hope, use*, in Paragraphs 41 and 58, and the past tenses, *wished, hoped, used*, in the above list.

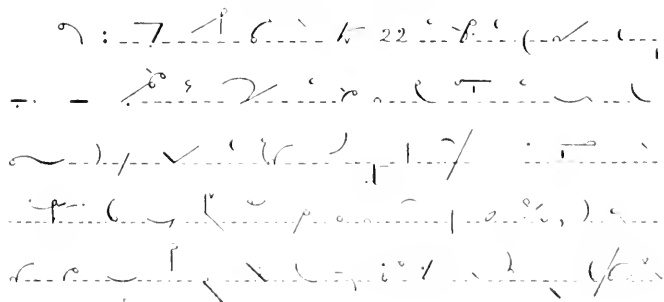
Remark 3.—Derivatives from the word-signs of the preceding list may be written in accordance with the principles of Paragraph 71. Thus, to the sign for *world* , add El  for *worldly*; El-Ens  for *worldliness*; to the sign for *nature* , add El  for *natural-ly*; El-Steh  for *naturalist*.

REMARK 4.—(a) The sign for *under* may be used as a prefix-sign, and joined to the remainder of the word when convenient; thus:  $\text{—}\mathcal{U}$ -understood,  $\text{—}\text{undergo}$ ,  $\text{—}\text{undertake}$ . In such cases, its position is adapted to that of the remainder of the word. (b) All other word-signs, when used as prefix-signs or as parts of compounds, retain the position they have when written separately.

## READING EXERCISE



## BUSINESS LETTER



## TEST WORDS

|          |           |              |           |
|----------|-----------|--------------|-----------|
| 1 pit    | 14 jot    | 27 slight    | 40 deeds  |
| 2 apt    | 15 coat   | 28 slide     | 41 acts   |
| 3 bet    | 16 kite   | 29 styled    | 42 loads  |
| 4 bought | 17 cute   | 30 sold      | 43 meets  |
| 5 boot   | 18 feat   | 31 concealed | 44 needs  |
| 6 tight  | 19 vote   | 32 sort      | 45 swords |
| 7 taught | 20 oust   | 33 seemed    | 46 cents  |
| 8 dot    | 21 shout  | 34 consumed  | 47 saints |
| 9 date   | 22 spot   | 35 send      | 48 scared |
| 10 debt  | 23 soaked | 36 sand      | 49 leads  |
| 11 chat  | 24 coats  | 37 sound     | 50 maids  |
| 12 cheat | 25 scout  | 38 consent   |           |
| 13 salt  | 26 lights | 39 bids      |           |

## WRITING EXERCISE

1 They hoped they could establish-the date beyond all doubt.  
 2 He thought he might have heard something about it if-it-were so.  
 3 I-am quite certain he-could let-us do-so if-he wished. 4 With-  
 out doubt, they could put-the establishment on a-paying basis  
 immediately. 5 Is-it-not about time some good use was made of  
 -that old note? 6 Sometimes the nature of-his business is such  
 that-it keeps him away much (of the) time. 7 As-it-was-not easy  
 for-him (to) pay<sup>d</sup> cash, he-has given a-note for a-hundred dollars.  
 8 Since he is-not ready now, we might come back for-him. 9 He  
 has-not used his auto since it-was repaired. 10 He let them read-  
 the astonishing news in-the *New-York World*.

## BUSINESS LETTER

Sir: We-have just put on-the market a-new and-cheap storage  
 battery designed for use in boat and auto lighting-systems. It-is  
 somewhat on-the Edison type, but possesses several advantages that  
 up (to) this<sup>d</sup> time could-not-be had for-the same money.

If-you-wish (to) know<sup>d</sup>, we-should-be happy (to) show<sup>d</sup> you how  
 easily this battery could-be installed and-how it reduces lighting  
 costs.

Our book, "Storage Battery Costs," gives-the details. You  
 should send for-your copy (to)day<sup>d</sup>.

Yours,



## LESSON 15

### THE HALVING PRINCIPLE—*Continued*

110. A half-length should not be joined to another stroke unless it can be *easily* distinguished; hence, write the following and similar words thus:



effect, locate, kicked, judged, roared

111. When it would not be allowable to join a half-length it is occasionally advantageous to lap it; thus:  
 biped, dated, chit-chat, architect.




112. A vowel following *t* or *d* expressed by halving must be omitted or written before a following consonant stroke; thus:












(a) art(i)san, ant(i)cipate, ind(i)sposed,  
 mod(e)st;

(b) lighten, martin, esteem.

113. The halving principle should *not* be used in the following cases:




1. When *t* or *d* immediately precedes a final vowel, or a vowel and final *s*; as in mighty, needy, notice.

2. In such words as  abed,  afoot,  alight, etc., to distinguish them from *bed*, *foot*, *light*, etc.
3. When *d* is final and is preceded by *l*, *r*, or *n*, preceded and followed by a vowel; as in

 hallowed,  allied,  solid,  rallied,  married,  borrowed,  
 narrowed,  torrid,  moneyed,  renewed,  annoyed







Remark.—This secures a distinction between such words as *lied*, *allied*; *sold*, *solid*; *rolled*, *rallied*; *marred*, *married*; *barred*, *borrowed*; *tarred*, *torrid*; *tired*, *tirade*; *ruined*, *renewed*.

4. When *t* or *d* is preceded by two vowels, as in







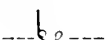


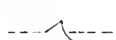
 diet,  poet,  duct.

Remark.—This secures a distinction between certain words of a single syllable, as *died*, *pct*, *debt*, and words of two syllables containing the same consonants.


5. When initial *r* is followed by final *t* or *d*; as in

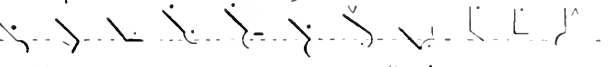
 write,  rate,  root,  wrought,  reed,  road.

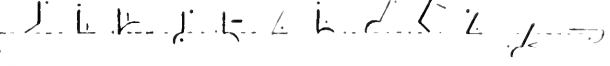
#### 114. CONTRACTIONS CONTAINING HALF-LENGTHS


 acknowledged,  indiscriminate,  indiscrimination,  
 indiscriminately,  interest,  interested,  disinterested,  
 disinterestedness,  September,  heretofore.

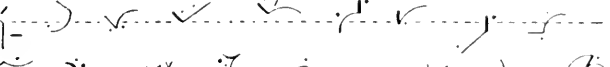
READING EXERCISE

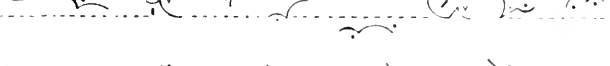
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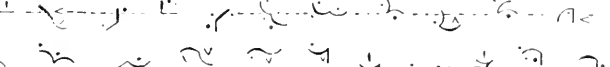
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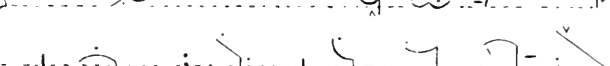
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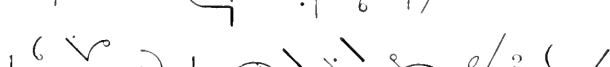
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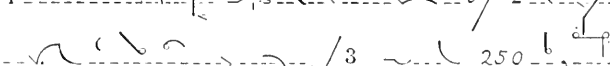
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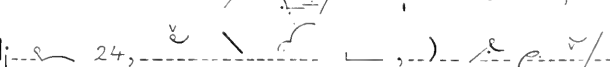
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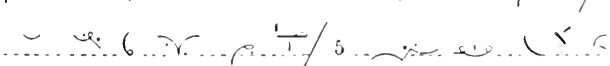
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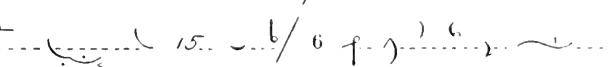
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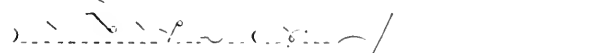
10 


1 

1 

1 

4 

1 

1 

## TEST WORDS

|             |             |               |              |
|-------------|-------------|---------------|--------------|
| 1. paged    | 14. chipped | 27. cottage   | 40. redound  |
| 2. abashed  | 15. checked | 28. cotton    | 41. indebted |
| 3. ballot   | 16. chimed  | 29. lately    | 42. indicate |
| 4. beard    | 17. jogged  | 30. writing   | 43. awaited  |
| 5. beamed   | 18. jarred  | 31. antique   | 44. peeped   |
| 6. outbid   | 19. gemmed  | 32. nightly   | 45. evict    |
| 7. touched  | 20. kept    | 33. modify    | 46. duty     |
| 8. attached | 21. aconite | 34. midway    | 47. allude   |
| 9. toothed  | 22. gushed  | 35. fortnight | 48. locate   |
| 10. dipped  | 23. fidget  | 36. ascendant | 49. root     |
| 11. debate  | 24. badly   | 37. detect    | 50. uproot   |
| 12. dulled  | 25. bitter  | 38. acted     |              |
| 13. adored  | 26. kettle  | 39. outlet    |              |

## WRITING EXERCISE

1. They acknowledged that better results could be got in a-retired spot. 2. The stock market rallied after it-was understood that-the same rates were to-be allowed common carriers as heretofore. 3. Indiscriminate buying caused a-rise in-the Stock Exchange early in September. 4. He borrowed-the necessary cash and-renewed his advertisement. 5. It-has just come (to) my<sup>d</sup> notice that-the road is allied with outside interests. 6. His tirades tired his auditors. 7. Let-us unite for-the support (of the) needy in-this city. 8. They judged it wise to-locate-the road immediately. 9. His success is largely due to-the fact that-he anticipates-the needs of-his guests. 10. Your affected disinterestedness was-not understood heretofore, but it-is-now evident that it-is assumed. 11. It-is quite natural for him to-be still most (of the) time. 12. I-was in immediate need of 25 dollars and-hoped-you-might let me have-it, after reading my note, but-as you-could-not, I-borrowed it of Ed. 13. They-said that heretofore they had given (to) charity<sup>d</sup> quite indiscriminately, but that now they-were much interested in what you-are-doing and-would-be advised by-you. 14. It-is acknowledged that-the interest should-be reduced, but will-the stock sell if-it-is?

## LESSON 16

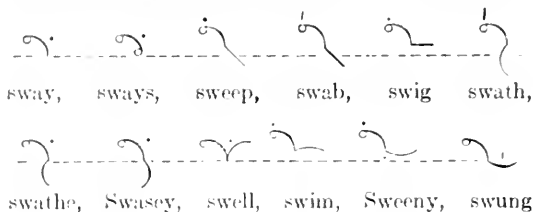
### DIFFERENT WAYS OF EXPRESSING W AND Y

115. As the student has learned (Par. 50), *w* and *y*, like *s* and *z*, are provided with brief signs. These are generally more convenient for joining to other consonants than the strokes  $\searrow \swarrow$ . They are called, as a class, Brief Way and Yay. But for the sake of distinction, each has a name of its own. For *w*, they are  $\circ$  Wěh and  $\circ$  Wūh. For *y*, they are  $\cup$  Yěh and  $\cup$  Yūh. These signs, like *Iss*, cannot be vocalized.

116. Therefore,  $\searrow$  Way is used for *w*, and  $\swarrow$  Yay for *y*, in the following cases:

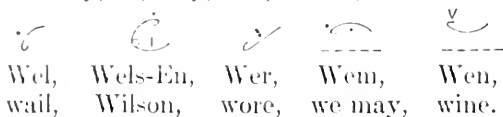
1. When *w* or *y* is the only consonant; as in  $\searrow$ -way,  $\swarrow$ -woe,  $\searrow$ -woo,  $\swarrow$ -yea,  $\swarrow$ -yew.
2. When an initial vowel is followed by *w* or *y*; as in  $\searrow$  awake,  $\swarrow$  oyer.
3. When the first consonant is *w* or *y* and the second is *s* or *z*; as in  $\searrow$  ways,  $\swarrow$  waist,  $\searrow$  wasp,  $\swarrow$  yes,  $\swarrow$  yeas,  $\swarrow$  ewes,  $\swarrow$  yeast.
4. When *w* or *y* is followed by two consecutive vowels; as in  $\searrow$  Wyoming,  $\swarrow$  ewer.

5. When *sw* are the only consonants, or when they are followed by Iss, Pee, Bee, Gay, Ith, Tnee Zee, Lay, Em, En or Ing; as in



117. When *w* begins a word in other cases than those specified above, Brief Way should be used as follows:

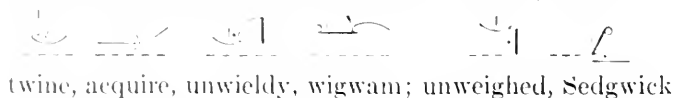
1. Joined as a hook (called the Way-hook) to Lay, El, Ray, Em, or En; thus:



2. Joined at an angle to all other strokes; thus:




118. The Way-hook, and Brief Way joined at an angle, may be used in the middle of a word; thus:



119. (a) Iss may be prefixed to the Way-hook and to Brief Way; thus: *ε* swore; *ḡ* sweet. (b) Iss is not prefixed to *Wel*, *Wem* or *Wen*.

120. (a) When *y* begins a word in other cases than those specified above, and is followed by any consonant except final *s* or *z*, Brief *Yay* is used and joined at an angle. (b) Either *Yeh* or *Yuh* may be used, according to convenience of joining; thus:

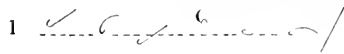
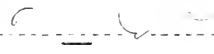
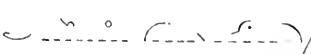
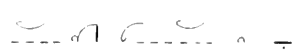

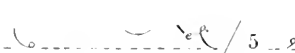



 *yawn*, *Yale*, *Yates*, *yore*, *yoke*, *yellow*, *yarrow*

## 121. WAY-HOOK WORD-SIGNS AND CONTRACTIONS

|  |                                    |
|--|------------------------------------|
| Well <sup>1</sup> , while, we will             | Wem <sup>2</sup> , with him        |
| Wel <sup>2</sup> , well                        | Wen <sup>1</sup> , when, we know   |
| Wer <sup>1</sup> , we are                      | Wen-Vee <sup>2</sup> , whenever    |
| Wer <sup>2</sup> , where                       | Wen <sup>2</sup> , one             |
| Wer <sup>2</sup> -Ef, wherefore                | Went <sup>1</sup> , want           |
| Wer <sup>2</sup> -Vee, wherever                | Eft <sup>2</sup> -Werd, afterward  |
| Wer <sup>3</sup> , aware                       | Ef <sup>2</sup> -Werd, forward     |
| Werd <sup>2</sup> , word                       | Retoid <sup>1</sup> -Werd, onward  |
| Wem <sup>1</sup> , we may,<br>with me, with my | Iss-Lays <sup>2</sup> , as well as |

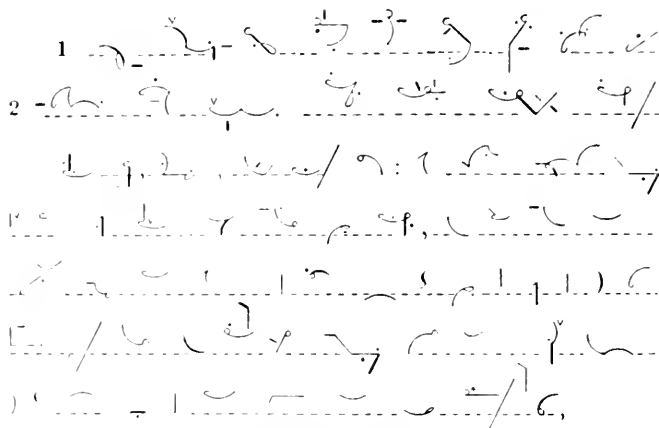
REMARK 1.—As it is desirable to have an easily-made outline for the phrase *as well as*, the hook of *well* is omitted in joining *as*.

## READING EXERCISE

1  2   
 3   
 4  5   
 6 

## BUSINESS LETTER

NOTE.—The first two lines are names of American cities.



## TEST WORDS

|            |             |            |            |
|------------|-------------|------------|------------|
| 1. wasted  | 9. web      | 17. wife   | 25. quince |
| 2. await   | 10. wood    | 18. wash   | 26. quarry |
| 3. awaited | 11. widow   | 19. Oswego | 27. query  |
| 4. Owosso  | 12. wages   | 20. wool   | 28. swear  |
| 5. wipe    | 13. waxed   | 21. winnow | 29. yacht  |
| 6. wet     | 14. wig     | 22. queen  | 30. yam    |
| 7. sweat   | 15. watched | 23. twenty | 31. eureka |
| 8. Swede   | 16. switch  | 24. quench | 32. yelp   |

## WRITING EXERCISE

1. We will send for the necessary texts immediately. 2. We want you to come forward when you are asked. 3. Let us push onward while the daylight lasts. 4. Are you aware that word has come for one of us (to) go with him? 5. Where did you go afterward? 6. You acknowledged that the money was given indiscriminately. 7. The disinterestedness (of the) witness is highly satisfactory to the committee. 8. Heretofore you have not charged interest when bills were paid in sixty days. 9. Such indiscrimination in paying for work is wrong. 10. Is it your idea to establish a hospital in Swissvale?



BUSINESS LETTERS

JAMES WILSON, Laramie, Wyo.

Sir: In-the hope of interesting you in a-book we-are about to issue on-the subject of cattle raising, we-are sending you a-synopsis of-it which-was written by Joseph Cooley, of whose knowledge (of the) subject and-ability in writing you-are well aware.

Should this synopsis interest-you, may we not expect to-receive your check for a-copy, to-be sent (to) you<sup>d</sup> as-soon-as it-is ready?

Yours-respectfully,

NOTE.—Use the disjoined ticks for “ing the” and “ing a” (Paragraphs 82-83) when “ing” is preceded by a colon and followed by a hyphen; thus: improv:ing-the, tak:ing-a, buy:ing-and.

Sir:

Answering yours of May sixth, we say that-the regular wigwam style is-not a-good-one for those who desire (to) “go<sup>d</sup> light,” as-it needs many poles (to) support<sup>d</sup> it and-these add to-the weight. If-you intend (to) cut<sup>d</sup> your poles as you-go along, well and-good, but it-is-not easy (to) get<sup>d</sup> satisfactory ones with-out wast:ing-a long time looking for-them. So if-you wish (to) make<sup>d</sup> time, we-advice that-you select a style that takes but one-pole.

Sir:

We-have disposed of-your Lackawanna Gas stock and-bought Wabash common up to-the limit set by-you in-yours of-Wednesday last. Awaiting your advice, we-are,

Yours-respectfully,

WALLACE WEED, Esq., Wales, Utah.

Sir:

We-have heard that-you-are anxious (to) acquire<sup>d</sup> an-interest in-the old Sedgewick quarry. If-this-is-the case, we-should like (to) see<sup>d</sup>-you about-it, as we-are willing (to) sell<sup>d</sup> a-little (of the) stock we-have in-that estate.

Sir:

The five desks you bought on-Wednesday went forward with-the one exchanged. As-you-are doubtless aware, these-things are billed at your risk, so we-advice that-you-refuse to-receive-them if in bad shape.









Respectfully-yours,




## LESSON 17



### DIFFERENT WAYS OF EXPRESSING W AND Y—

*Continued*

122. (a) When *w* occurs between two consonants and cannot be conveniently expressed by the Way-hook or Brief Way joined at an angle, it may be expressed by Brief Way written in place of the vowel which follows *w*. It then represents both *w* and the vowel. (b) When a dot-vowel follows, use Weh; and Wuh when a dash-vowel follows. (c) Make the Brief Way heavy or light according as the vowel is long or short; thus:

W AND A DOT-VOWEL:      
 tweak, twill, dwell, quail,  
     
 quell, dissuade, dissuasive, quack.


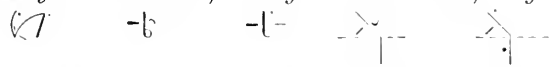
W AND A DASH-VOWEL:     
 squat, quad, quote.



123. Brief Yay may be written in the vowel places to indicate *y* and the following vowel, the dot-vowels being indicated by Yeh and the dash-vowels by Yuh; thus:  lawyer,  unyoke.




124. Because the sound of *e* or *i* when followed by another vowel closely resembles the sound of *y* in a similar situation, both vowels may be represented by

## Different Ways of Expressing *W* and *Y* 71

Brief Yay. The writing of a vowel is saved thereby. In such cases, Brief Yay is written according to the instruction in Paragraph 123. Hence, we may write:











  
*Arabya* for *Arabia*, *inferyor* for *inferior*, *thyology* for  
  
*theology*, *odyus* for *odious*, *opyate* for *opiate*.

125. Whenever the junction would be convenient, it is allowable to join Brief Yay to represent a final *ya* or *yoo* sound; thus:  *ammonia*,  *nephew*.

126. It is sometimes convenient to represent *w* and a following *i*, occurring between two consonants, by a small right-angle sign; thus:  *twice*,  *quiet*,  *like-wise*.

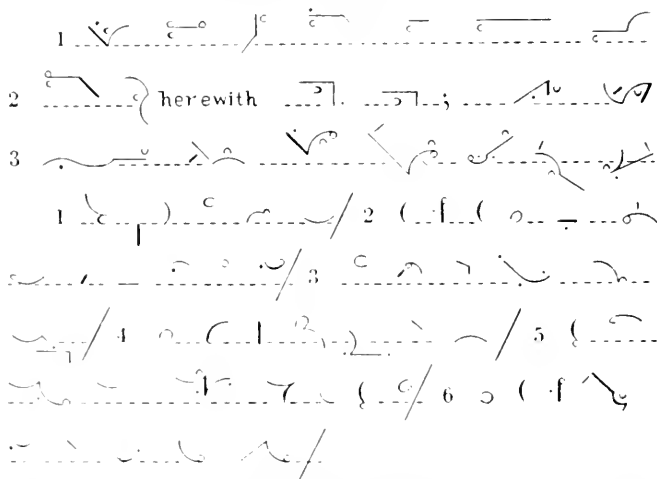
### ENLARGED BRIEF WAY AND YAY

127. On the principle of representing two Iss word-signs (as *is as*) by Ses, the Brief Way and Yay signs may be doubled in size to express (a) two Brief Way word-signs, as *we were*, or (b) a Brief Yay and a Brief Way word-sign, as *you were*; thus:

|  |   |
|--|---|
| <p> Way'weh<sup>1</sup>, { we were,<br/>we would.</p> <p> Weh'weh<sup>1</sup>, with what.</p> <p> Weh'weh<sup>2</sup>, { were with,<br/>were what.</p> <p> Weh'yeh<sup>1</sup>, with you.</p> <p> Weh'yeh<sup>2</sup>, { were you,<br/>were yet.</p> | <p> Wuh'wuh<sup>1</sup>, { what we,<br/>what were,<br/>what with,<br/>what would.</p> <p> Wuh'wuh<sup>2</sup>, { would we,<br/>would what.</p> <p> Wuh'yuh<sup>1</sup>, { what you,<br/>what yet.</p> <p> Wuh'yuh<sup>2</sup>, { would you,<br/>would yet.</p> <p style="text-align: center;"> Yuh'wuh<sup>2</sup>, you were, you would.</p> |
|--|---|

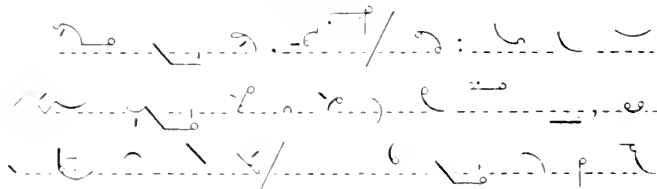
Remarks—(a) These signs should be shaped like a horseshoe. (b) The position of a sign is the same as that of the first word of the phrase it represents. (c) The signs representing two words beginning with *w* should be horizontal, and the opening should be in the same direction as that of the first word of the phrase when alone. (d) The signs for phrases in which the second word begins with *y* should incline in the direction of Ray or Chay. (e) The sign for *you were, you would* should be vertical, like the sign for *you*.

### READING EXERCISE

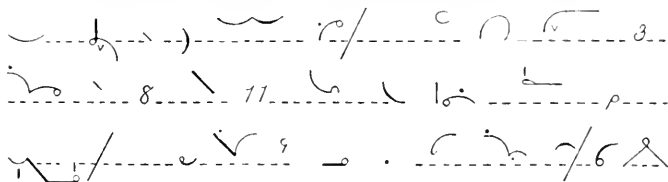


NOTE.—The suffix *with* is generally best represented by Ith joined to the preceding part of the word; as in *herewith* (Ar<sup>1</sup>-Ith), *wherewith* (Wer<sup>2</sup>-Ith). Brief Way in the vowel place before Ith may usually be omitted. The Brief Way sign for *with* may be joined to the preceding part of the sign for *for* *with*.

### BUSINESS LETTER



## *Different Ways of Expressing W and Y* 73



### TEST WORDS

- |              |               |             |               |
|--------------|---------------|-------------|---------------|
| 1. squeezed  | 6. quilt      | 11. folio   | 16. Utah      |
| 2. quizzed   | 7. wherewith  | 12. popular | 17. quietly   |
| 3. equipped  | 8. earthquake | 13. occupy  | 18. quiescent |
| 4. acquitted | 9. mania      | 14. furious | 19. twilight  |
| 5. quickness | 10. odious    | 15. usurp   | 20. requite   |

### WRITING EXERCISE

1. We-were fortunate in not sailing on-the Lusitania on May 1st, as we-had expected to. 2. We-would go with-you if we-were invited. 3. With-what company do-you expect to-be connected? 4. If-he were-with them, he would-have said so. 5. If it were-what they say it-is, we-would buy it. 6. I-will go with-you. 7. Were-you in Chicago last Wednesday? 8. Some were-yet expecting-a raise in wages when-they-were lowered. 9. What-we want (to) know<sup>d</sup> is, what-were they doing here? 10. He said he-was sick, and I-asked-him, With-what? 11. What-would she do with it? 12. Would-we-be-received? Would what-you-say interest them? 13. What-you did was right. 14. I know not what-yet to expect. 15. Would-you-be-willing (to) go<sup>d</sup> with-me? 16. If-you-were satisfied, you-would-come with-me.

### BUSINESS LETTER



Sir:

We-have received-yours of September 14th and-note with interest that-you-are to-be in New-York next month (to) buy<sup>d</sup> stock for-your summer season. If-it-will-be of service (to) you<sup>d</sup>, you-may use our office for-the receipt of-your mail or anything else that-you wish. And-if-you see that-we-have anything that-you-are intending (to) buy<sup>d</sup>, we-shall-be happy (to) sell<sup>d</sup> it (to) you<sup>d</sup> at a-special-rate.

Respectfully-yours,

# LESSON 18

## EMP OR EMB——ISH OR SHAY

128 In certain words in which *mp* or *mb* occur together, it is desirable to express them by a single sign. This is done by widening, or shading, Em to indicate the addition of the sound of *p* or *b*; thus:  imp,  emboss.

129. This sign is called Emp when it represents *mp*; and Emb when it represents *mb*.

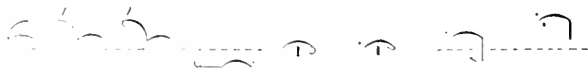
130. Emp or Emb is not halved to add *t* or *d* (unless modified by a final hook; see Paragraph 198), as it would conflict with Emd.

131. *Vocalization of Emp or Emb.*—A vowel written beside Emp or Emb should be read before or after *both* consonants, according as it is written above or below, as in the following examples:

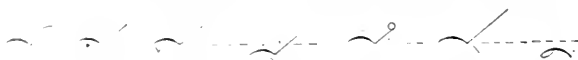
[EMP]



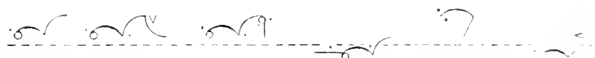
1. pump, bump, damp, jump, camp, shampoo, lamp, lump,



2. limp, romp, swamp, seamp, impose, imposed, impute, impede,



3. impel, impair, empire, empower, empress, emperor, stamp,



4. simple, simplify, simplicity, example, impeach, impure.

[EMB]



5. ambitious, ambush, bamboo, embalm, embassy, embargo.



6. embezzler, embarrass, embarrassed, embody, imbibe, imbued.



7. somebody, ambiguous, dumb-bells, lumbago, embosser.

132. Write in the position of the accented vowel and vocalize the following:

### TEST WORDS

- |             |                |               |               |
|-------------|----------------|---------------|---------------|
| 1. impel    | 6. gimp        | 11. temporary | 16. ambiguity |
| 2. impish   | 7. stamper     | 12. tempest   | 17. sample    |
| 3. impolicy | 8. extemporize | 13. impale    | 18. akimbo    |
| 4. impulse  | 9. skimp       | 14. bamboozle | 19. stump     |
| 5. impurity | 10. vamp       | 15. bombast   | 20. imposed   |

133. The following are the

### EMP WORD-SIGNS

Emp<sup>1</sup>  
important  
importance

Emp<sup>2</sup>  
improve-d  
improvement  
may be




Emps<sup>1</sup>  
impossible  
impossibility





Empses<sup>1</sup>, impossibilities

## DIFFERENT DIRECTIONS OF THE STROKE FOR SH

134. It is sometimes convenient to write the stroke for *sh* upward. When so written it is called Shay.

135. (a) Shay is used for *sh* after Tee or Dee, as in

 tissue,  dash,  Swedish; and usually before or after Lay, as in

 shawl,  shallow,  lash,  polish.

(b) In most other cases, Ish is used for *sh*.

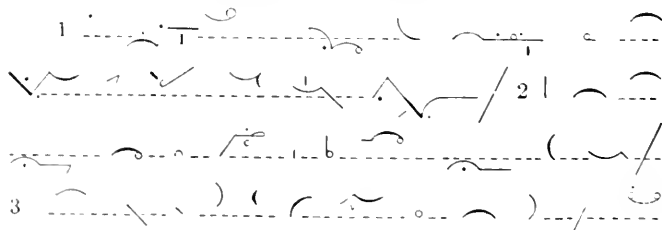
136. Write in the position of the accented vowel and vocalize the following:

### TEST WORDS

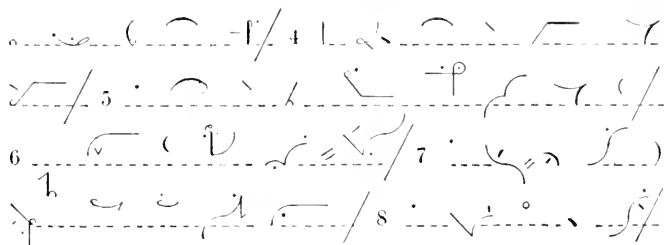
Write Shay, the upward stroke, when small capitals are used.

- |          |              |              |              |               |
|----------|--------------|--------------|--------------|---------------|
| 1. ash   | 7. Asia      | 13. Jewish   | 19. lashed   | 25. swash     |
| 2. show  | 8. push      | 14. vicious  | 20. slash    | 26. loutish   |
| 3. shoe  | 9. mush      | 15. snell    | 21. abolish  | 27. yellowish |
| 4. pshaw | 10. rush     | 16. Shelley  | 22. slashed  | 28. reddish   |
| 5. sash  | 11. cautious | 17. shale    | 23. slush    | 29. fish      |
| 6. wash  | 12. nausea   | 18. socially | 24. sweetish | 30. fishy     |

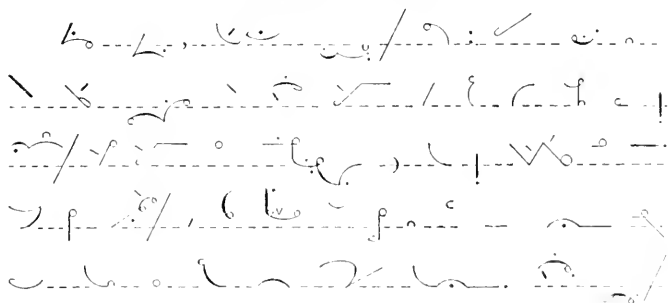
### READING EXERCISE







### BUSINESS LETTER



### WRITING EXERCISE

1. It-is highly important that those Swedish shawls be shipped (to) day<sup>4</sup>. 2. The importance of improv-ing-the sidewalks on-the west side (of the) lake is evident. 3. You-are empowered (to) make<sup>4</sup> such improvements at-the swamp as will remove all-the impurities. 4. It-may-be impossible (to) improve<sup>4</sup>the machinery for emboss-ing-the metal lamps without importing somebody (to) do<sup>4</sup> it.

### BUSINESS LETTERS

PETER ALLISON,  
Elyria, Ohio.

Sir: We-are sorry (to) say<sup>4</sup> it-is now quite impossible for-us (to) make<sup>4</sup>the improvements you desire. The slush and-mud on-the roads make teaming almost impossible, and-it may-be so

for quite a while. But as-soon-as-the roads are better, we-will push-the work forward rapidly.

Yours-respectfully,

Sir: It-is important that our pump should-be repaired without-delay, as-it-is impossible for-us to use it as-it-is. We-have-made this request of-you several times, and-we now notify-you that we-will move on-the first (of the) month if-the pump is-not repaired by-that-time.












## LESSON 19

### DIFFERENT WAYS OF EXPRESSING *h*

137. There are two ways of expressing *h*:

1. By Hay.
2. By a light dot, called Hëh.

138. Hay is used generally in the following cases:

1. In words in which *h* is the only consonant, or the only one that can be conveniently represented by a stroke; as in  hay,  ah,  ahoy,  soho.
2. When *h* follows an initial or precedes a final vowel; as in  ahead,  Omaha.
3. For initial *h* preceding a consonant which is followed by a final vowel; as in  haughty.
4. When *s* follows initial *h*; as in  hiss,  hoist,  Hester,  hasten.

5. When *h* is followed by a straight-line consonant in the past tense of one-syllable verbs; as in



heaped, heated, hitched, hedged, hooked.

139 Except as stated in Paragraph 138, the sound of *h* before a simple-vowel or a diphthong is generally expressed by writing Heh before it; thus:



heap, heat, hitch, hedge, hook, halve, heath, hash,



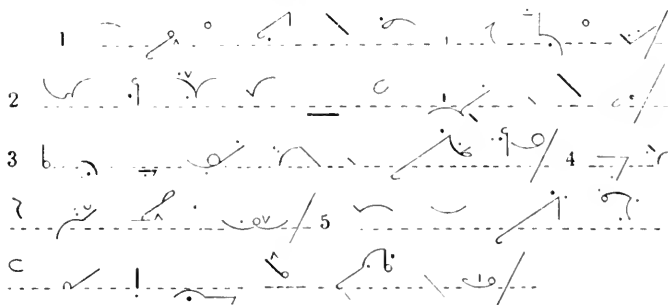
hail, hair, hem, hence, hung, whey, awhile, wheat,



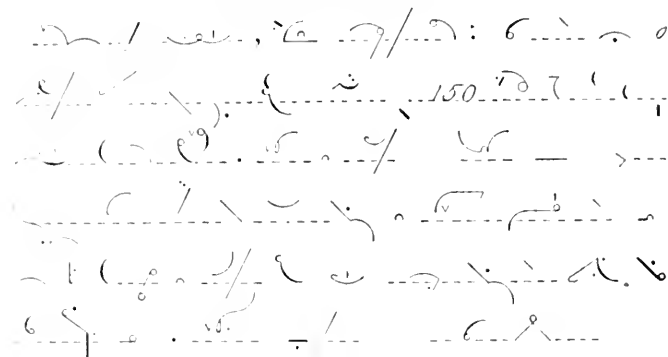
whip, whim, whine, whence.

REMARK.—As the learner gains experience in reading Phonography, he will generally find that he may safely omit the expression of *h* by Heh.

# READING EXERCISE



## BUSINESS LETTER



## TEST WORDS

NOTE.—In this List and the following Exercise, an italic *H* or *h* indicates: Use the stroke, Hay. In other cases, "h" is to be expressed by the dot, Heh.

- |             |              |            |               |               |
|-------------|--------------|------------|---------------|---------------|
| 1. hairy    | 9. Havana    | 17. hasp   | 25. huffy     | 33. hair      |
| 2. hallow   | 10. hog      | 18. hamlet | 26. hoop      | 34. hostage   |
| 3. harass   | 11. holiday  | 19. hate   | 27. hearth    | 35. heroic    |
| 4. harm     | 12. honey    | 20. horse  | 28. headache  | 36. herring   |
| 5. hedgerow | 13. hoot     | 21. herald | 29. hum       | 37. hound     |
| 6. healthy  | 14. humility | 22. hawser | 30. hunch     | 38. hilarious |
| 7. hearty   | 15. hornet   | 23. hanger | 31. hermit    | 39. homestead |
| 8. hulk     | 16. horrid   | 24. handy  | 32. horseshoe | 40. homicide  |

## WRITING EXERCISE

NOTE.—A correct outline is occasionally indicated by its name in brackets following the word.

1. We are *hurrying* (to) make<sup>1</sup> use (of the) old hotel [Tee-Lay] at Hudson as a *hospital* for the helpless victims (of the) wreck (of the) steamer Henry [En<sup>2</sup>-Ray] Hobson. 2. *Harry* Hitchcock is staying at Hartley Hall, *Harrison*, Idaho. 3. *Harvesting* certainly [Iss-Ret<sup>2</sup>-En-El] is a week ahead of last year. 4. Horse-races are to be held at the *harvesters'* holiday fair. 5. *Harvey* heaped the hay by the hedge ready for loading. 6. We wish you would hire two teams of white horses for us.

# LESSON 20







## USES OF LAY AND EL, AR AND RAY

140. Of the two directions for the stroke for *l*, the upward (Lay) is more frequently used. But in a few combinations it is more convenient to write the downward stroke (El).

### 141. Rules for the Use of Lay and El.—

#### LAY IS USED:








1. When *l* is the only *stroke-consonant* in the word; as in

 ale,  less,  wall,  yell,  Sicily,  slices.

2. In all other cases than those specified for the use of El.

#### EL IS USED:

1. When initial *l* is followed by Gay, En, Sen, Ing, Emp, or Emb; as in








 log,  lion,  lens,  lesson,  lung,  lump,  lumbago.

2. After an initial vowel and followed by Kay, Em or any stroke named in the preceding paragraph; as in

 elk,  elm,  Allegheny,  Illinois,  Allison,  Olympia.



3. Generally, after El, Vee, or Ray, if no vowel follows *l*.

4. After Skay, En, or Ing, whether or not a vowel follows *l*; thus:








 file,  vowel,  royal,  schedule,  nail,  Nelly,  wrongly.

## 142. Rules for the Use of Ar and Ray. -



## RAY IS USED:

1. When *r* begins a word and is the only *stroke-consonant* in it; as  row,  race; and, *generally*, for initial *r*, unless followed by *m* or *sm*.







2. After an initial vowel, if *r* is followed by Tee, Dee, Chay, Jay, Ef, Vee, Ith, Tnee, En, or Sen; as in

 artist,  arrayed,  arch,  urge,  earth,  erroneous,  arson.



3. Usually, before a final vowel or a vowel and final *s*;



as  ferry,  chorus.

4. After Ith, Em, Ray, Kays, Gays, Efs, Vees, Ems, Ens, or Ings, whether or not there is a final vowel; thus:








 thorough,  Thayer,  mayor,  guesser,  officer,  nicer.

## AR IS USED:

1. Usually, when *r* follows an initial vowel (except as stated above, in 2); thus:  air,  early.

2. When *r* is followed by *m* or *sm*; thus:  roam,  resume.

3. Generally, for final *r* (except as stated above, in 4); thus:

 pair,  char,  cower,  error,  assessor,  loser,  eraser.

## OMISSION OF VOWELS

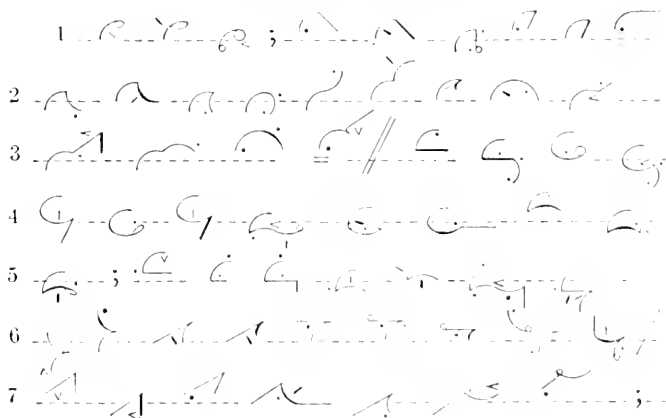
143. As the student continues his practice, he will discover that many outlines, particularly those of several strokes, can be read without complete vocalization and often without any vocalization at all. For the *position* of the outline is a guide to the accented vowel, showing whether it is first, second, or third-place; also, because of such rules as those for the use of Iss and Es, Lay and El, Ar and Ray, the outline itself generally indicates facts

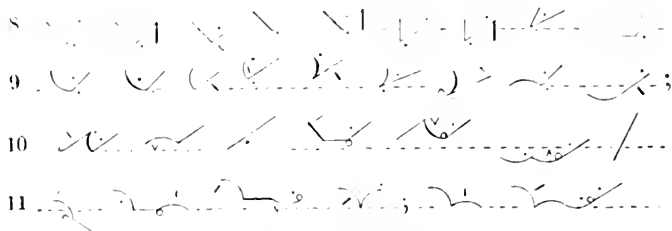
about any omitted vowels; and lastly, the *name* of the outline frequently suggests the word it represents.

144. It must not be assumed from this that vocalization is unimportant. On the contrary, in some cases, such as proper names and unfamiliar words, it is indispensable, and must, therefore, be mastered so thoroughly that any vowel can be correctly written *instantly* when necessary.

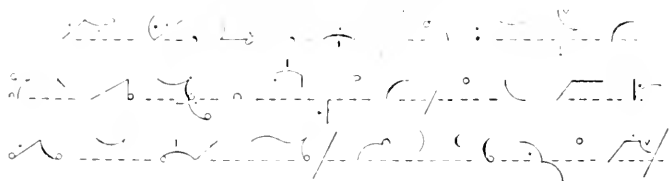
145. But, as a general rule, the writer should omit: (1) Initial vowels when the outline implies an initial vowel (see Paragraph 30, *b*). (2) Final, unaccented vowels, especially *ĭ*, when preceded by Lay, Ray, or any consonant which would be otherwise represented if it were not followed by a vowel (see Paragraphs 31, *b*, and 113, 1). (3) Vowels from outlines whose syllable-names make the required words, or closely resemble them; as from Kayses, for "cases;" Sens, for "sense;" Lay-Dee, for "lady;" Ray-Dee, for "ready."

#### READING EXERCISE





## BUSINESS LETTER



## TEST WORDS

|              |             |               |               |
|--------------|-------------|---------------|---------------|
| 1. elbow     | 14. arson   | 27. roaster   | 40. nameless  |
| 2. bowl      | 15. fowl    | 28. urge      | 41. castle    |
| 3. kneel     | 16. earnest | 29. ridge     | 42. vessel    |
| 4. noiseless | 17. resign  | 30. originate | 43. puzzle    |
| 5. guzzle    | 18. vile    | 31. herb      | 44. dazzle    |
| 6. wrestle   | 19. valley  | 32. rob       | 45. assayer   |
| 7. horseless | 20. sour    | 33. orbit     | 46. announcer |
| 8. lounge    | 21. circus  | 34. mire      | 47. license   |
| 9. animony   | 22. orifice | 35. newer     | 48. yearly    |
| 10. cool     | 23. mouser  | 36. sorrow    | 49. wrongly   |
| 11. lunatic  | 24. roar    | 37. stair     | 50. answer    |
| 12. razor    | 25. counsel | 38. story     |               |
| 13. arrest   | 26. restore | 39. senseless |               |

## WRITING EXERCISE

Sirs: The Royal Mail steamer "Empress of India" will sail for Sydney on Wednesday, July 6th, as scheduled. As she is equipped with wireless having an unusually wide radius, you will be in touch with the United States most (of the) time. If you are ready (to) engage your state-room, you should do so without delay.



# LESSON 21

## INITIAL HOOKS

### THE L-HOOK

146. (a) A *small* hook on the circle-side at the beginning of Pee, Bee, Tee, Dee, Chay, Jay, Kay, Gay, Ef, Vee, Ith, Thee, Ish, Zhay, or Yay indicates that the sound of *l* follows the sound of the stroke; thus:

|             |      |       |       |       |       |      |      |
|-------------|------|-------|-------|-------|-------|------|------|
|             |      |       |       |       |       |      |      |
| pl,         | bl,  | tl,   | dl,   | chl,  | jl,   | kl,  | gl,  |
| NAMES: Pel, | Bel, | Tel,  | Del,  | Chel, | Jel,  | Kel, | Gel, |
|             |      |       |       |       |       |      |      |
| fl,         | vl,  | thl,  | tnl,  | shl,  | zhl,  | yl.  |      |
| Fel,        | Vel, | Thel, | Thel, | Shel, | Zhel, | Yel. |      |

(b) Shel and Zhel are written upward. (c) They are used only when joined to another sign.

147. A *large* initial hook on Em, En, or Ray indicates that an *l* follows it; thus:

ml, nl, rl (named Mel, Nel, Rel).

REMARK.—The large hook sufficiently distinguishes these signs from wm, wn, wr (Wem, Wen, Wer).

148. *General Rule of Vocalization*.—A vowel written beside an *l*-hook sign is read before or after both con-

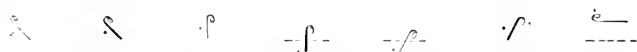
sonants (not *between* them), according as it is written before or after such sign; thus:



apple, play, huddle, eagle, glow, oval, evil, Ethel.

REMARK.—It is unnecessary to express the obscure vowel occurring between *l* and the preceding consonant in the last syllable of such words as *apple*, *huddle*, *eagle*, *oval*, *evil*, *Ethel*.

149. (a) Iss may be prefixed to an *l*-hook, and read before the stroke or any vowel beside it; thus:

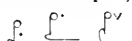



supple, sable, settle, saddle, satchel, sagely, sickle,



sickly, safely, civil, peaceable, peaceful, sincerely, sanely.

(b) Iss is not prefixed to *c* Mel.

150. *Caution*.—In practical writing, Iss becomes a small loop when written within a hook; hence, *st* is not expressed by a *loop* in such words as *staple*, *stickle*, *stifle*, but by the stroke *Stee*; thus: 

151. Although a loop is not written within an *l*-hook to express *st* or *str*, the Ses-circle may be used in the large *l*-hook on Ray; thus:  necessarily. In this instance, the shape of the letters between which Ses occurs causes it to become a loop.

152. *Imperfect Hook*.—Sometimes, when an *l*-hook sign is joined to a preceding stroke, the hook cannot be perfectly formed. In such cases, make the hook thus:



reply, scuffle, noble, label, explicit.

153. *Halving Hooked Signs*.—Either *t* or *d* may be added to ANY *hooked* full-length consonant-stroke by writing it half its usual length; thus:



wilt,  
willed,

went,  
wend,

wart,  
ward,

pleat,  
plead,

gloat,  
glowed,

float,  
flowed,



settled, huddled, beveled, shackled, pommelled, paneled, tunneled.

154. *Words Added by the L-Hook*.—"All" or "will" may be added by an *l*-hook to some of the simple-consonant and dash-vowel word-signs; also to the horizontal *and*-tick; thus:



Bell,  
by all,

Tell,  
at all,

Nell,  
in all,

Pletoid<sup>1</sup>,  
of all,

Pletoid<sup>2</sup>,  
to all,

Cheltoid<sup>2</sup>,  
should all,

Cheltoid<sup>1</sup>,  
on all,

Keltoid<sup>2</sup>,  
and all,



Tell<sup>2</sup>,  
it will,

Chell<sup>1</sup>,  
each will,

Chell<sup>2</sup>,  
which will,

Chell<sup>3</sup>,  
much will,

Thell<sup>2</sup>,  
they will,

Jeltoid<sup>2</sup>,  
who will.

155. In addition to the foregoing, the student should now thoroughly memorize the following:

#### L-HOOK WORD-SIGNS AND CONTRACTIONS



Pel<sup>1</sup>, comply,  
[Pled<sup>1</sup>, complied]



Spel<sup>2</sup>, supplied



Tel<sup>2</sup>, tell, till



Pel<sup>2</sup>, people-d



Bel<sup>1</sup>, belong-ed



Tel<sup>1</sup>, till it



Pel<sup>3</sup>, apply  
[Pled<sup>3</sup>, applied]



Bled<sup>1</sup>, build, built



Tel<sup>2</sup>, told



Spel<sup>2</sup>, supply



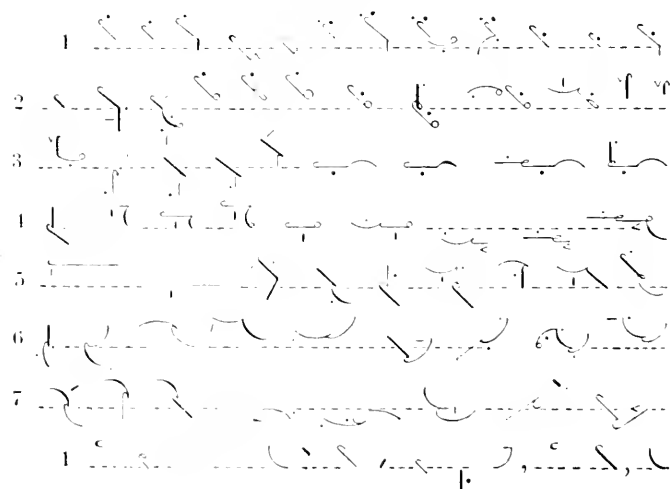
Bel<sup>2</sup>, able, ably,  
believe-d

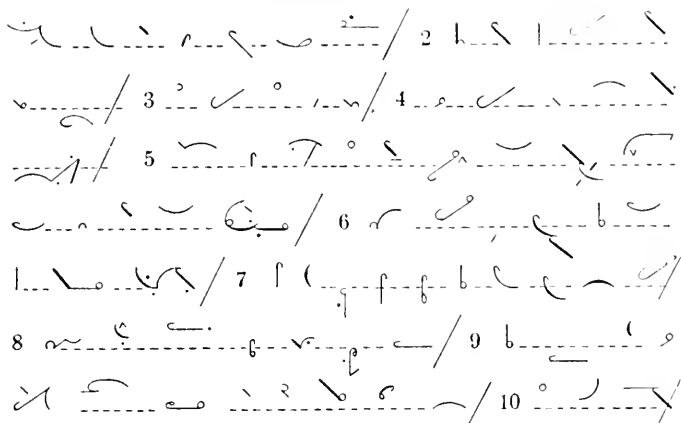


Tel<sup>3</sup>, until,  
at-all

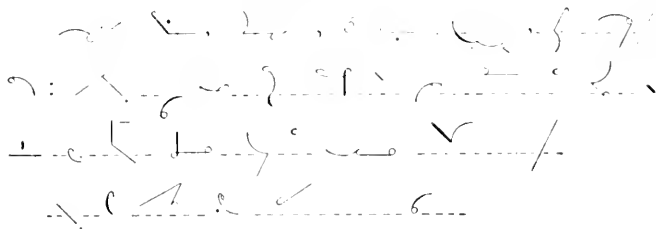
|  |  |  |  |  |                                    |
|--|--|--|--|--|------------------------------------|
|  | Tel <sup>3</sup> , until it                |  | Kay-Bel <sup>2</sup> , capable-y                           |  | Rel <sup>3</sup> , rule-d          |
|  | Telst <sup>3</sup> , at least              |  | Fel <sup>1</sup> , feel, fill, fall, follow                |  | Relst <sup>1</sup> , realized      |
|  | Del <sup>2</sup> , deliver-ed, delivery    |  | Feld <sup>1</sup> , filled, followed                       |  | Relst <sup>1</sup> , realized      |
|  | Kel <sup>1</sup> , call, equal, equally    |  | Mel <sup>1</sup> , million                                 |  | Mel <sup>3</sup> , family          |
|  | Keld <sup>1</sup> , called, equalled       |  | Fel <sup>2</sup> , full-y                                  |  | Nels <sup>1</sup> , unless         |
|  | Kel <sup>2</sup> , difficult, difficulty   |  | Vel <sup>3</sup> , value [Vel <sup>3</sup> -Bel, valuable] |  | Ncl <sup>2</sup> , only            |
|  | Kel <sup>2</sup> -Kay, collect-ed          |  | Veld <sup>3</sup> , valued                                 |  | Ncl <sup>3</sup> , annual-ly       |
|  | Kel <sup>3</sup> , calculate-d calculation |  | Rel <sup>1</sup> , real-ly, reality                        |  | En <sup>1</sup> -Shel, influential |
|  | Skels <sup>2</sup> , exclusive             |  | Rel <sup>2</sup> , relate-d, relation                      |  | Yeld <sup>1</sup> , yield-ed       |

## READING EXERCISE





## BUSINESS LETTER



## TEST WORDS

- |             |               |                |              |
|-------------|---------------|----------------|--------------|
| 1. please   | 10. idle      | 19. complied   | 28. split    |
| 2. pleases  | 11. bleach    | 20. completely | 29. inclose  |
| 3. cloth    | 12. oblige    | 21. flesh      | 30. bushel   |
| 4. clothing | 13. clip      | 22. flight     | 31. stable   |
| 5. closed   | 14. clutch    | 23. flat       | 32. youthful |
| 6. closely  | 15. globe     | 24. only       | 33. local    |
| 7. classed  | 16. glad      | 25. supply     | 34. cheaply  |
| 8. glow     | 17. Blackwell | 26. safely     | 35. buckle   |
| 9. glazed   | 18. Oklahoma  | 27. cycle      | 36. vaguely  |

|             |             |               |              |
|-------------|-------------|---------------|--------------|
| 37. quickly | 41. initial | 45. namely    | 49. disclose |
| 38. likely  | 42. uncle   | 46. reply     | 50. disclaim |
| 39. thickly | 43. final   | 47. sincerely |              |
| 40. lovely  | 44. tunnel  | 48. novel     |              |

### WRITING EXERCISE

1. Please send-us immediately on receipt of-this your complete list of surgical supplies. 2. They calculated that-the exclusive rights ought to-be valued at a-million dollars at-least. 3. The difficulty followed as-the result of wrong calculations. 4. You-should realize that it-was really without any relation to rule. 5. They-will yield when-they realize your many difficulties.

### BUSINESS LETTER

FLOYD MITCHELL, Esq.,  
Pleasant Place,  
City.

Sir: As requested in-yours of recent-date, we-are mailing you samples of various labels which we-think would-be suitable for-your use. These labels, however, show only a-few (of the) many equally good styles to-be seen in-this-office. If-you-would call, we-should-be-glad (to) discuss<sup>t</sup> them with-you and-do all-that we could (to) suggest<sup>t</sup> a-satisfactory style of label for-your output.

Yours sincerely,



























## LESSON 22

### INITIAL HOOKS—*Continued*

#### THE R-HOOK





156. Signs to indicate the combination of *r* with a preceding Pee, Bee, Tee, Dee, Chay, Jay, Kay, Gay, Ef, Vee, Ith, Thee, Ish, or Zhay are obtained by *turning over*

SIDEWISE the corresponding *l*-hook signs, except *Shel* and *Zhel*, which are turned over ENDWISE; thus:

|        |   |   |   |   |   |   |   |
|--------|---|---|---|---|---|---|---|
|        |  |  |  |  |  |  |  |
|        | pl,   | bl,   | tl,   | dl,   | chl,  | jl,   | kl, gl,   |
|        |  |  |  |  |  |  |  |
|        | pr,   | br,   | tr,   | dr,   | chr,  | jt,   | kr, gr,   |
| NAMES: | Per,  | Ber,  | Ter,  | Der,  | Cher,   | Jer,  | Ker, Ger,   |
|        |  |  |  |  |  |  |   |
|        | fl,   | vl,   | thl,  | thl,  | shl,  | zhl.  |   |
|        |  |  |  |  |  |  |   |
|        | fr,   | vr,   | thr,  | tur,  | shr,  | zhr.  |   |
|        | Fer,  | Ver,  | Ther,   | Ther,   | Sher,   | Zher.   |   |

157. *Ar*, *Way*, *Es*, *Zee*, do not take an initial hook; hence, *Fer*, *Ver*, *Ther*, *Ther*, cannot be read as *rr*, *vr*, *sr*, *zr*.

158. *Sher* and *Zher*, having the hook at the *top* and being always written DOWNWARD, are readily distinguished from *Shel* and *Zhel*, which have the hook at the *bottom* and are always written UPWARD and joined to another sign.

159. *R* may be added to *Em* or *En* by a small initial hook, provided they are shaded in the middle; thus  *Mer*,  *Ner*. The shading sufficiently distinguishes them from  *Wem*,  *Wen*.

160. The *r*-hook is not written on *Emp* or *Ing*; hence *Mer* and *Ner* cannot be read as *mpr* and *ngr*.

161. *Vocalization*.—An *r*-hook sign is vocalized just as an *l*-hook sign is.

162. *Imperfect Hook*.—Occasionally, when an *r*-hook

sign is joined to a preceding stroke, the hook cannot be perfectly formed; in such cases make the hook thus:



drummer, decreed, checkered, armored.

163. Iss, Ses, or Steh may be written in the *r*-hook's place on *straight* strokes, at the beginning of a word, to prefix *s*, *ss*, or *st*; as in

|                 |           |           |            |           |          |       |
|-----------------|-----------|-----------|------------|-----------|----------|-------|
|                 |           |           |            |           |          |       |
| NAMES: Sper,    | Sber,     | Ster,     | Sder,      | Sjer,     | Sker,    | Sger, |
|                 |           |           |            |           |          |       |
| NAMES: Ses-Ter, | Steh-Per, | Steh-Ter, | Steh-Cher, | Steh-Ker, | Steh-Ger |       |

164. *Caution.*—The *Ster*-loop is *never* prefixed to an *r*-hook sign. Hence, *strapper*, *striker*, *stretcher*, etc., are written , etc.

165. The *r*-hook signs preceded by Iss, Ses, or Steh, when spoken of as a class, are named respectively the *Sper*, *Ses-Per*, and *Steh-Per* signs.



166. A *Sper* or *Ses-Per* sign may be joined to a preceding straight stroke of the same direction; thus:



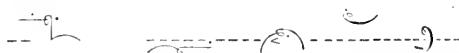
NAMES: Pers-Per, Pers-Pred, Dees-Ter, Kays-Kret, Deeses-Ter

167. *Sker* or *Sger* may be joined to a preceding straight stroke in the direction of *Bee* or *Dee* thus: Bees-Ker, Dees-Ker.



168. Sper may be joined to a preceding Chay or Jay; thus: - cheese-press, - jasper.

169. When the hook cannot be easily implied by writing a circle in its place, Iss is written distinctly within the hook; thus:



extreme, massacre, Lucifer, sinner, soother  
NAMES: Kays-Ter-Em, Ems-Ker, Lays-Fer, Sner, Iss-Ther

170. *R* may be omitted from *scribe* in *prescribe*, *proscribe*, *subscribe*, *transcribe*, *describe*, and from *scrip*—in their derivatives, *descriptive*, *subscription*, etc.; thus:



prescribe,

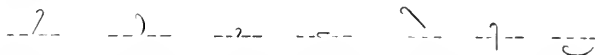


subscribe,



describe





171. *Words Added by the R-Hook.*—"Arc" or "our" may be added by an *r*-hook to some of the simple-consonant and dash-vowel word-signs; also to the horizontal *and*-tick; thus:



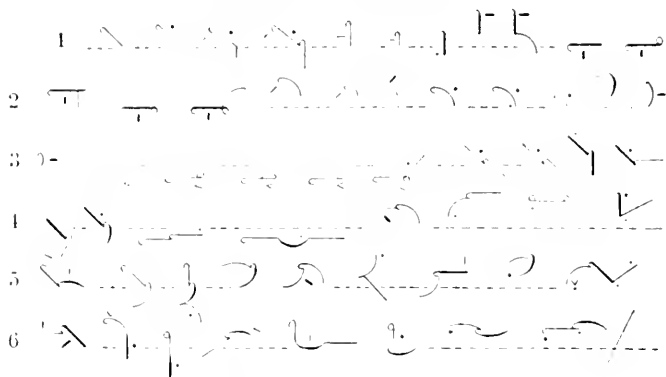
Cher<sup>2</sup>, Ther<sup>2</sup>, Jerdoid<sup>2</sup>, Kretoïd<sup>2</sup>, Ber<sup>1</sup>, Ter<sup>3</sup>, Ner<sup>3</sup>,  
which are, they are, who are, and are; by our, at our, in our,

Bredoid<sup>1</sup>, Pretoid<sup>1</sup>, Pretoid<sup>2</sup>, Chertoid<sup>2</sup>, Chertoid<sup>1</sup>, Kretoïd<sup>2</sup>,  
all our, of our, to our, should our, on our, and our

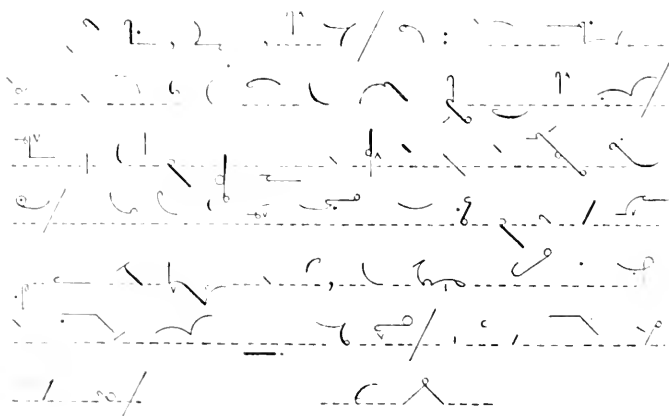
NOTE.—In *our*, Ner<sup>3</sup>, is written in the third position to distinguish it from *near*, which is in the first position.

172. "*Self*" and "*Selves*" Added.—*Self* may be added by Iss to the signs for "by our," "to our"; and *selves*, by Ses; thus:  by ourself,  to ourself,  by ourselves,  to ourselves.

### READING EXERCISE



## BUSINESS LETTER



## TEST WORDS

- |            |            |                 |              |
|------------|------------|-----------------|--------------|
| 1. price   | 4. entry   | 7. harbor       | 10. extra    |
| 2. preside | 5. tracing | 8. disagreeable | 11. pastry   |
| 3. secrecy | 6. sapper  | 9. depositor    | 12. dishonor |

|              |              |                |            |
|--------------|--------------|----------------|------------|
| 13. industry | 23. profess  | 33. brother    | 43. triple |
| 14. Detroit  | 24. oppress  | 34. profligate | 44. try    |
| 15. cedar    | 25. street   | 35. preface    | 45. cry    |
| 16. Deaver   | 26. trouble  | 36. straight   | 46. grow   |
| 17. pride    | 27. tracer   | 37. bring      | 47. fright |
| 18. disagree | 28. crude    | 38. traced     | 48. drug   |
| 19. trace    | 29. richer   | 39. cross      | 49. creep  |
| 20. trolley  | 30. graduate | 40. teacher    | 50. grape  |
| 21. ledger   | 31. editor   | 41. daughter   |            |
| 22. fabric   | 32. angry    | 42. negro      |            |

### WRITING EXERCISE

PALMER & KRUGER GROCERY Co.,  
Troy, N. Y.

Sirs: You-may ship 2 barrels of sugar weekly until we give-you notice (to) stop<sup>d</sup>. Labor is cheaper now, and-Humphrey says the sooner we commence work on-the new ware-house the cheaper it-will-be for-us. We-shall push-the work vigorously and-try to-be in-shape for-the tinnors and-plumbers by-the last Friday in-the month. Our drummers say we-may look for an-increase in-busi-ness, and-we-must be in-shape (to) handle<sup>d</sup> it. We-hope soon to-be in-shape (to) do<sup>d</sup> a-bigger business and-give quicker service.









Sincerely-yours,






## LESSON 23

### INITIAL HOOKS—*Continued*

173. In the preceding lessons, the use of *l*-hook and *r*-hook signs is confined to words in which the accented vowel precedes or follows both consonants. But to avoid long and inconvenient outlines, such signs may be used even when a clear, accented vowel occurs between the two consonants, as in *dark*, *term*, *engincer*. In these





cases, if the word is not sufficiently legible *without* vocalization, the vowel may be written so as to read between the consonants, by the following rule:


































174. *Special Rule of Vocalization*.—Vowels to be read between the *l*-hook or *r*-hook and the stroke to which the hook is attached, are written thus: Dot-vowels are represented by minute circles and written (1) *before* the stroke, if the vowel is long; as in  dark; (2) *after* the stroke, if the vowel is short; as in  term; (3) on *either side* of the stroke when the preceding rules (1 and 2) cannot be conveniently applied; as in  engineer,  paralyze. The dash-vowels are written through the stroke; thus:  course,  corrugate,  fool,  false. Angles and semicircles are written through the stroke; or, if more convenient, at the beginning (for first position) or at the end of the stroke (for third position); thus:

|   |   |   |   |   |
|---|---|---|---|---|
|  |  |  |  |  |
| require   | quality   | guile   | figure  | procure   |

175. The student should *write the signs* of the outline-names for the derivative words enclosed in brackets, as well as the engraved signs for their primitives, in the following:

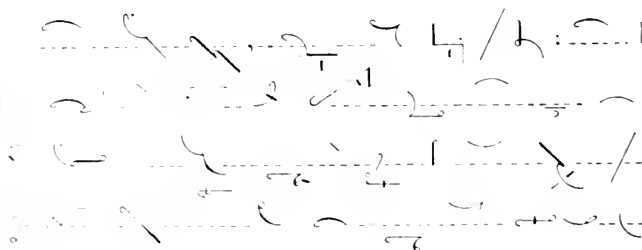
#### R-HOOK WORD-SIGNS AND CONTRACTIONS

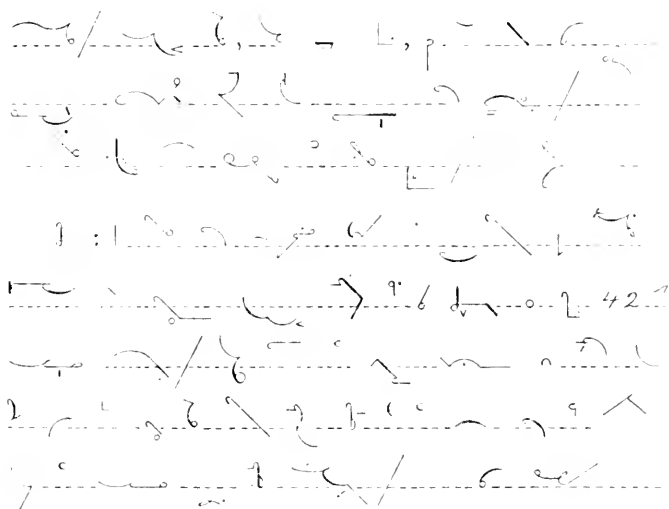
|  |  |
|--|--|
|  Per¹, appear [Pers¹, appears; Pret¹, appeared], proper, propriety [Em-Per¹, improper, impropriety]. |  Per³, practice, practical-ly [Pers³, practices; Perst³, practiced; Per³-Ket, practicable]. |
|  Per², principle-al.   |  Spers¹, surprise [Sperst¹, surprised; Sperses¹, surprises].                                |

|   |   |
|---|---|
|  Spers <sup>2</sup> , express [Sperst <sup>2</sup> , expressed; Sperses <sup>2</sup> , expresses].    |  Ters <sup>2</sup> -Ef, transfer-red.  |
|  Spers <sup>3</sup> , suppress [Sperst <sup>3</sup> , suppressed; Sperses <sup>3</sup> , suppresses]. |  Ster <sup>2</sup> -Ard, extraordinary.  |
|  Pret <sup>1</sup> , particular-ly.   |  Der <sup>1</sup> , doctor.  |
|  Pret <sup>2</sup> , opportunity, pretty.   |  Der <sup>2</sup> , dear, direct-ed ly [Der <sup>2</sup> -Ter, director].  |
|  Spret <sup>1</sup> , spirit.   |  Der <sup>3</sup> , during.  |
|  Per <sup>1</sup> -Pee, property.   |  Sder <sup>2</sup> , consider [Sdred <sup>1</sup> , considered].   |
|  Per <sup>2</sup> -Bee, probable-y, probability.  |  Dee <sup>2</sup> -Jer, danger [Dee <sup>2</sup> -Jers, dangerous].  |
|  Per <sup>2</sup> -Dec, product.  |  Dees <sup>3</sup> -Ter, administer [Dees <sup>3</sup> -Tred, administered].   |
|  Per <sup>1</sup> -Emit, prompt-ed.  |  Cher <sup>1</sup> , cheer [Cherd <sup>1</sup> , cheered].  |
|  Per <sup>2</sup> -Met, permit-ted.   |  Jer <sup>3</sup> , larger, jury, junior.  |
|  Per <sup>3</sup> -Met, promote-d.  |  Ker <sup>1</sup> , correct-ed-ness [Kers <sup>1</sup> , corrects].  |
|  Ber <sup>2</sup> , member, remember [Ber <sup>2</sup> :Dec, remembered].                           |  Ker <sup>2</sup> , care [Kers <sup>2</sup> , cares; Kred <sup>2</sup> , cared].                                   |
|  Ber <sup>3</sup> , number [Ber <sup>3</sup> :Dec, numbered].                                       |  Ker <sup>3</sup> , ear, cure [Kers <sup>3</sup> , curious; Kred <sup>3</sup> , cured].                            |
|  Ter <sup>2</sup> , truth.  |  Kred <sup>1</sup> , according-ly.   |
|  Tred <sup>2</sup> , toward [Treds <sup>2</sup> , towards].   |  Skret <sup>3</sup> , secured, security.   |
|  Ters <sup>2</sup> -Gays, transgress.   |  Ker <sup>2</sup> -Kay, character [Ker <sup>2</sup> -Kayst, characteristic; Ker <sup>2</sup> -Kays, characterize]. |
|   |  Kay <sup>2</sup> -Mer, commercial.  |

|   |  |
|---|--|
| — Gret <sup>2</sup> , great [Gret <sup>2</sup> -Ray, greater; Gret <sup>2</sup> -Lay, greatly; Gretst <sup>2</sup> , greatest].   | — ) Ther <sup>2</sup> , their, they are, there [Ther <sup>2</sup> -Ei, therefor-e].                                      |
| — Fer <sup>1</sup> , form-ed [Fer <sup>1</sup> -Ar, former-ly; Fer <sup>1</sup> -Lay, formal; Fer <sup>1</sup> -Let, formality; con-dot: Fer <sup>1</sup> , conform-ed; Dee <sup>1</sup> -Fer, deform-ed; Ray <sup>1</sup> -Fer, reform-ed; En-Fer <sup>1</sup> , inform-ed; En-Fer <sup>3</sup> , uniformity; Plet <sup>2</sup> -Fer, platform; Per <sup>2</sup> -Fer, perform-ed-ance; Ters <sup>2</sup> -Fer, transform-ed]. | — ) Tuer <sup>3</sup> , other.   |
| — Fer <sup>2</sup> , from.  | — 2 Sher <sup>2</sup> , sure.  |
| — Ver <sup>1</sup> , over [Ver <sup>1</sup> -Kay, overcome].  | — 2 Sher <sup>3</sup> , share [Sherd <sup>3</sup> , shared].   |
| — Ver <sup>2</sup> , very, every [Ver <sup>2</sup> -Ing, everything; Ver <sup>2</sup> -Ar, everywhere].   | — 2 Zher <sup>2</sup> , pleasure [Dees <sup>2</sup> -Zher, displeasure].   |
| — Ver <sup>3</sup> , favor-ed [Ver <sup>3</sup> -Bee, favorable-y].   | — Mer <sup>1</sup> , Mr., remark-ed [Mer-Bel <sup>2</sup> , remarkable-y], mere [Mer <sup>1</sup> -Lay, merely].         |
| — Ther <sup>2</sup> , through [Thret <sup>2</sup> , throughout].  | — Mer <sup>2</sup> , more [Mer <sup>2</sup> -Ver, moreover].   |
| — Tuer <sup>1</sup> , either.   | — Ner <sup>1</sup> , near [Nerst <sup>1</sup> , nearest; Ner <sup>1</sup> -Ar, nearer; Nerd <sup>1</sup> , neared], nor. |
|   | — Ner <sup>2</sup> , manner.   |
|   | — Ner <sup>3</sup> , owner, in our.  |
|   | — Nerd <sup>1</sup> , in order.  |
|   | — Ner <sup>1</sup> -Ged, in regard.  |
|   | — Ner-Pel <sup>1</sup> , in reply.   |
|   | — Ner-Spee <sup>2</sup> , in respect.  |

## BUSINESS LETTERS





## WRITING EXERCISE

Dear Sir:

Replying (to) your<sup>d</sup> favor of Thursday last, we refer-you to Mr. Andrew Baker, 14 Liberty Street, New-York-City, who makes what-we consider to-be-the best fixing tank on-the market.

Regular film stock comes in one hundred, two hundred, and four hundred-foot rolls. Should-you require-the odd lengths you speak of, we-will patch it (to) make<sup>d</sup> any length required, at an-extra cost of 15 cents a patch.

Sincerely-yours,

Dear Sirs:

Will-you please give-me some formulas for-the fixing of films? At-present I-am using-the regular Ansco fixing bath, but believe that-they advise something else for moving pictures.

Also please tell me what style of boxes should-be used, and-how-the films should-be handled while-drying.

























Sincerely-yours,

## LESSON 24

### INITIAL HOOKS—*Continued*



#### LER AND REL HOOKS






176. It is occasionally advantageous to enlarge a small *l*-hook to add the sound of *r*, and an *r*-hook to add the sound of *l*; thus:

|   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  |
| Pler,   | Bler,   | Tler,   | Dler,   | Chler,  | Jler,   | Kler,   | Gler,   | Fler,   | Vler,   | Shler,  |
|  |  |  |  |  |  |  |  |  |  |  |
| Prel,   | Brel,   | Trel,   | Drel,   | Chrel,  | Jrel,   | Krel  | Grel  | Frel,   | Vrel,   | Shrel,  |
|   |  |   |   |   |   |   |   |   |   |   |
| Merl,   | Nerl.   |   |   |   |   |   |   |   |   |   |




177. This principle is not employed to add *r* to *Mel*, *Nel*, *Rel*, for the hooks of these signs are already large and it would not be advantageous to make them still larger.



178. *Names*.—(a) The enlarged *l*-hook is called the *Ler*-hook; and the enlarged *r*-hook, the *Rel*-hook. (b) When spoken of as a series, they are named the *Pler* and *Prel* signs.







179. *Vocalization of Pler and Prel Signs*.—(a) A vowel written before a *Pler* or *Prel* sign is read first; thus:  abler,  April; (b) but if written after such sign, it is read *before* the *l* or *r* added by the enlargement. In other words, the *l* or *r* sound is read last; thus:

|   |   |   |   |   |
|---|---|---|---|---|
|  |  |  |  |  |
| blare,  | floor,  | clear,  | color   | ocular.   |








180. (a) *S* may be prefixed to a Pler or Prel sign by writing Iss within the hook; thus:  scholar,  pastoral. (b) Iss at the end of such signs is read last; thus:  trials.

181. "*Our*" *Added*.—Enlarging the hook of the signs for *by all, at all*, adds *our*; thus:  by all our;  at all our.














182. "*All, Will*" *Added*.—Enlarging the hook of a few full-length *r*-hook word-signs adds *all* or *will*; thus:  from all,  over all,  through all,  during all,  they are all, there will,  nor will.

### 183. PREL-HOOK WORD-SIGNS

      
preliminary, parallel-ed, parliament-ary, truly, surely

### THE IN-HOOK

184. *Prefixes "In," "En," "Un."*—Where necessary to avoid turning Iss on the under side of En or changing the usual form for the remainder of the word, the prefix syllables *in, en, un*, followed by *s*, are expressed by a small back hook, thus:

        
insuperable, instruct, inscribe, insult, insoluble, incivility, enslave,  
       
unstrung, unscrupulous, unsociable, unsurmised, unseemly, unsettle.

185. This hook is called the In-hook, or simply In.

186. In phrase-writing, the In-hook may be used for the *word* "in" when En<sup>1</sup> cannot be conveniently employed; thus:

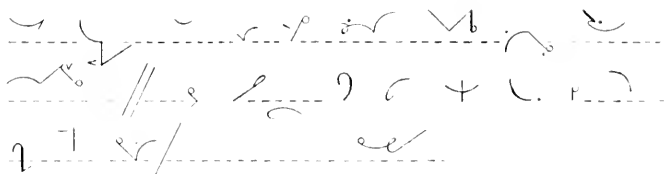
2. 9. 77 0. 1

in spirit, in straight, in size, in selling, in some.

REMARK.—When so used, the In-hook follows the position of the *second* word of the phrase. See Paragraph 52.

## BUSINESS LETTER

Handwriting practice sheet for the letter 'a' (a) in Arabic script. The sheet contains multiple rows of dashed lines for tracing and solid lines for independent writing. The letter 'a' is written in various styles and sizes, including cursive and semi-cursive forms, to demonstrate different writing techniques. The practice includes both uppercase and lowercase variations of the letter.



## TEST WORDS

|               |                |               |                  |
|---------------|----------------|---------------|------------------|
| 1. Colorado   | 9. industrial  | 17. peddler   | 25. unsuppressed |
| 2. Florida    | 10. circular   | 18. burglar   | 26. unceremoni-  |
| 3. Charles    | 11. clear      | 19. editorial | ous              |
| 4. mineral    | 12. color      | 20. trial     | 27. unsaddle     |
| 5. declare    | 13. scholar    | 21. hydraulic | 28. unstrap      |
| 6. chloroform | 14. clerk      | 22. corporal  | 29. inspire      |
| 7. inaugural  | 15. chloride   | 23. insecure  | 30. unscrew      |
| 8. patrol     | 16. bichloride | 24. insomnia  |                  |

## WRITING EXERCISE

1. At-the preliminary trials, it-was clearly evident that parallel courses would surely be-the most satisfactory. 2. A-knowledge of parliamentary procedure is essential to-all who desire (to) participate<sup>d</sup> in debate. 3. The large initial hooks are not-only invaluable in-the writing of separate words,such as April, Colorado, Florida, et cetera, but they greatly increase-the phrasing power [Pec<sup>3</sup>-Ray] (of the) system, as may-be seen in-such phrases as *they-are-all*, *by-all-our*, *from-all*, *there-will*. 4. The use made of-these large initial hooks is inseparably a-part (of the) Graham system, in-fact peculiar (to) it<sup>d</sup>, and-gives it an-inestimable advantage over-all others in-that regard. 5. The pupil should also notice that-the use (of the) *In*-hook does away with-what otherwise would-be very awkward forms. 6. And-at-the same time in-some scores of cases, it permits-the easy phrasing of words that naturally occur together.

# LESSON 25

## FINAL HOOKS

### THE F OR V HOOK

187. A small final hook on the circle-side of any straight consonant-stroke adds *f* or *v*; thus:



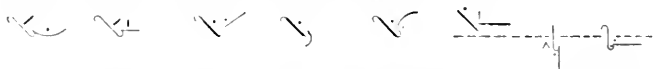
NAMES: Pef, Bef, Tef, Def, Chef, Jef, Kef, Gef, Ref, Hef.

188. The signs with an *f*-hook, when spoken of as a class, are called the F-hook signs, notwithstanding the hook also represents the sound of *v*.

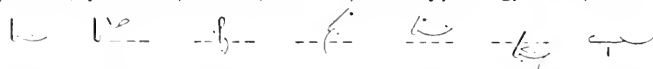
189. *Vocalization*.—(a) An *f*-hook is read *after* a vowel following the stroke, as in \ puff, — heave. (b) Hence, a *stroke-sign* must be used for *f* or *v* preceding a final vowel; as in — puffy, — heavy.

190. *T* or *d*, added to a final-hook sign by halving, is read *after* the sound represented by the hook; thus: — tuft, — craved.

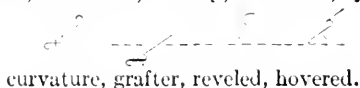
191. The *f*-hook may be used in the middle of a word when more convenient than a stroke; thus:




profane, provoked, braver, bravest, bravely, befog, outfit, traffic,



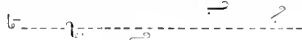
deafen, divorced, steadfast, chiefly, chieftain, juvenile, cloven,




























curvature, grafter, reveled, hovered.


192. (a) *S* or *z* may be added to an *f*-hook by Iss written within the hook; thus:  pfs. (b) Neither *Ses*, *Steh*, nor *Ster* can be added to the *f*-hook.



193. When added to a final hook on a half-length stroke, Iss is read *after* the *t* or *d* added by halving; thus:

  
tufts, drafts, crafts, gifts, rifts.

194. *Words Added by the F-Hook.*—"Have," "of," or "ever" may be added by an *f*-hook to a few full-length straight-line word-signs and to the dash-vowel word-signs; "ful-ly," to the signs for *hope*, *truth*, *care*, *awe*; and "of," to the horizontal *and*-tick; thus:



















 Bef<sup>1</sup>:ing<sup>1</sup>    Blef<sup>2</sup>,    Telf<sup>2</sup>,    Chef<sup>2</sup>,    Bef<sup>2</sup>oid<sup>1</sup>,    Pef<sup>2</sup>oid<sup>1</sup>:ing<sup>1</sup>,  
by having, able (to) have, it will have, which have, all have, of having,  
 Pef<sup>2</sup>oid<sup>2</sup>,    Tet<sup>2</sup>oid<sup>1</sup>,    Tet<sup>2</sup>oid<sup>2</sup>,    Chef<sup>2</sup>oid<sup>1</sup>:ing<sup>1</sup>,    Jef<sup>2</sup>oid<sup>2</sup>,    Blef<sup>1</sup>,    Tel<sup>3</sup>,  
to have, I have, but have, on having, who have; by all of, out of,  
 Chef<sup>1</sup>,    Wer<sup>1</sup>,    Wer<sup>2</sup>,    Wer<sup>3</sup>,    Bef<sup>2</sup>oid<sup>1</sup>,    Kef<sup>2</sup>oid<sup>2</sup>,    Chef<sup>2</sup>  
each of, we are of, whereof, aware of, all of, and of; whichever,  
 Jef<sup>2</sup>oid<sup>2</sup>,    Pef<sup>3</sup>,    Tet<sup>3</sup>,    Kref<sup>2</sup>,    Def<sup>2</sup>oid<sup>1</sup>.  
whoever; hopeful-ly, truthful-ly, careful-ly, awful-ly.

REMARK.—Some reporters write  Tetoid<sup>1</sup> for "I." To this sign, *have* is added by the *f*-hook.

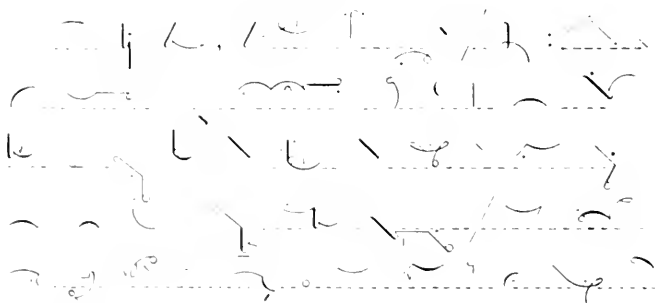
195. "Of" may be added by an *f*-hook to any full-length straight consonant at the end of a word; but such use should be restricted to common phrases in which the word following *of* can be joined conveniently to the hook; thus:  State of New York;  receipt of cash.

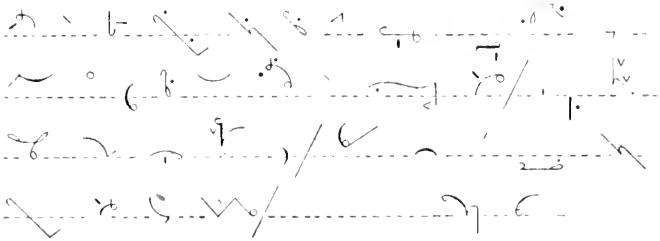
196. "Have" may be added to the sign for *they* by a hook like an unclosed Ster-loop; thus: 6 they have.

### 197. F-HOOK WORD-SIGNS AND CONTRACTIONS

|   |  |
|---|--|
|  Pref <sup>1</sup> , perfect [Pref <sup>1</sup> -Ket, perfected]. |  Telf <sup>2</sup> , twelve-th.   |
|  Pref <sup>2</sup> , proof, prove, professor.                     |  Def <sup>2</sup> , differ-ed-ent-ence.                                     |
|  Pref <sup>3</sup> , approve-al.                                  |  Def <sup>3</sup> , advance-d.  |
|  Preft <sup>1</sup> , profit-ed, prophet.                         |  Def <sup>2</sup> -Pee, develop-ment. [Def <sup>2</sup> -Pet, developed].   |
|  Preft <sup>3</sup> , approved.                                   |  Klef-Ray <sup>1</sup> , California.  |
|  Bef <sup>2</sup> , before.                                       |  Gef <sup>2</sup> , gave, govern-ed-ment [Gef <sup>2</sup> -Ray, governor]. |
|  Bee <sup>2</sup> -Vee, above.                                    |  Ar <sup>2</sup> -Spesf, irrespective-ly.                                   |
|  Blef <sup>2</sup> , belief [Blef <sup>2</sup> -Ray, believer].   |  Ray <sup>2</sup> -Spesf, respective-ly.                                    |
|  Tef <sup>2</sup> , whatever.                                   |  En <sup>2</sup> -Gef, neglectful-ly.                                     |

### BUSINESS LETTER





### TEST WORDS

|             |                |              |                  |
|-------------|----------------|--------------|------------------|
| 1. driver   | 11. defiance   | 21. graft    | 31. craven       |
| 2. serve    | 12. cave       | 22. gruff    | 32. engrave      |
| 3. chief    | 13. crave      | 23. gruffest | 33. engraver     |
| 4. rival    | 14. cleave     | 24. rough    | 34. photograph   |
| 5. stiff    | 15. clover     | 25. roughest | 35. photographer |
| 6. bluff    | 16. discoverer | 26. behave   | 36. photography  |
| 7. stove    | 17. grave      | 27. behavior | 37. biographic   |
| 8. deaf     | 18. glove      | 28. heaviest | 38. Vitagraph    |
| 9. defy     | 19. grove      | 29. defend   | 39. mimeograph   |
| 10. defense | 20. groove     | 30. defied   | 40. phonograph   |

### WRITING EXERCISE

1. They gave perfect proof that-he had profited before-the development (of the) California outfit was approved. 2. Irrespective of-our belief that-he-is neglectful of-his duties, we-have no criticism to advance. 3. Whatever difference it makes will-be discovered before-the twelfth. 4. The Governor of California and-his party advanced (to) their<sup>t</sup> respective places (to) witness<sup>t</sup> the review.

### BUSINESS LETTER

Dear-Sir: I-have-had so much trouble with-the stove that-you recently set up in-my library that I-fear it-will-have to come out. So, I-would [Tetoid<sup>t</sup>-Wuh] like to-have you look at it once more on Thursday or Friday, whichever you prefer. If-the drafts are free, I-fail [Petoid-Fel<sup>t</sup>] (to) see<sup>t</sup> why it-should smoke so awfully. Until you-come, I am,

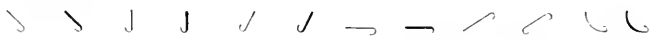


Hopefully yours,

## LESSON 26

### FINAL HOOKS—*Continued*

#### THE N-HOOK


198. A small final hook on any *straight* consonant-stroke, (a) on the side opposite that for the *f*-hook, and (b) on the inside of any curved consonant-stroke, adds *n*; thus:

  
 Pen, Ben, Ten, Den, Chen, Jen, Ken, Gen, Ren, Hen, Fen, Ven,  
  
 Then, Thèn, Esen, Zen, Shen, Zhen, Len, Arn, Men, Nen, Ingen,  
  
 Wayn, Yayn, Empen.

199. The signs with the *n*-hook, when spoken of as a class, are called the N-hook signs.

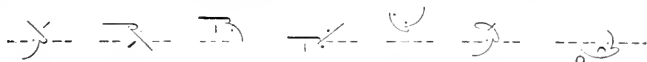
200. *Vocalization*.—(a) An *n*-hook is read *after* a vowel following the stroke; as in ㄣ fun. (b) Hence, the En-stroke must be used before a final vowel; as in ㄣ funny.

201. *Final N*.—(a) The *n*-hook is used to express FINAL *n*, except when two *distinctly-heard* vowels precede it, as in ㄣ lion, ㄣ ruin. (b) But when preceded by two vowels which may be expressed by Brief Yay in the vowel-place, the hook should be used; thus:

  
 carrion, ruffian, Unitarian, Napoleon.



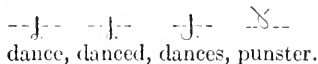
202. The *n*-hook may be used in the middle of a word when it is more convenient than a stroke; thus:




punish, canopy, gunner, gunnery, finish, furnish, Unionist.



REMARK.—It is sometimes convenient to write Est upward.



203. A final *s*, *ss*, *st*, or *str* sound may be added to *straight-line n*-hook signs by writing Iss, Ses, Steh, or Ster in the *n*-hook's place; thus:



204. *Names*.—(a) The small circle in the *n*-hook's place is called the Ens-circle; the large circle, the Enses-circle; the small loop, the Enst-loop; the large loop, the Enster-loop. (b) The signs formed by the attachment of these circles and loops are named Pens, Penses, Penst, Penster—Plens, etc., Prens, etc.

205. *S* or *z* may be added to the Enster-loop by a small circle turned on the opposite side of the stroke; thus:  punsters.


206. *Caution*.—The Ens- and Enses-circles cannot be used between straight strokes; for,  is Pees-Kay, *not* Pens-Kay; and  is Deeses-Ter, *not* Denses-Tee.

207. The tick for *the* may be joined to the Ens-circle or the Enst-loop; thus:  opens the,  against the.

208. It is sometimes more convenient, when a stroke follows, to write the circle distinctly within the hook; thus:



kinsman, gainsaid, ransack, rinser, lonesome.

209. (a) *S* or *z* may be added to an *n*-hook on a curve by writing *Iss* within the hook; thus:  *fns.* (b) Neither *Ses*, *Steh*, nor *Ster* is ever added to the *n*-hook on a curve.

210. *Final ns.*—A final *ns* sound, preceded by a curved consonant, is usually represented by *Ens*, instead of the *n*-hook and *Iss*, especially when derivative words require the *En*-stroke; as in













offense, offensive, offenses, convince, convinced, convinces.

NOTE.—(a) The following are nearly all the words written in accordance with this principle: *Fence*, *offense*, *evince*, *convince*, *lance*, *lense*, (*El-Ens*), *mince*, *im-mense*, *announce*, *enhance*, *pronounce*, *denounce*, *romance*, *renounce*, *assurance* (*Sher-Ens*), *affirmance* (*Fer-Em-Ens*), *penance* (*Pen-Ens*), *finance* (*Fen-Ens*), *annoyance*, *allowance*, *alliance* (*Lay-Ens*), *conveyance*, *affluence*. (b) The words just given which are preceded by a point (·) require the *n* of the final syllable to be represented by a stroke, because the derivatives from them require a stroke; and also to express better the two consecutive vowels.

## 211. N-HOOK WORD-SIGNS

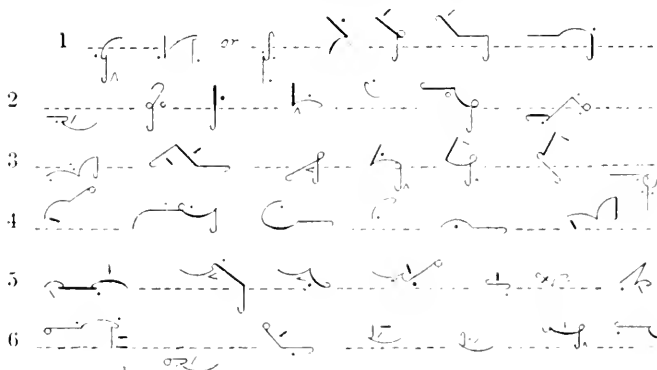
(First List)

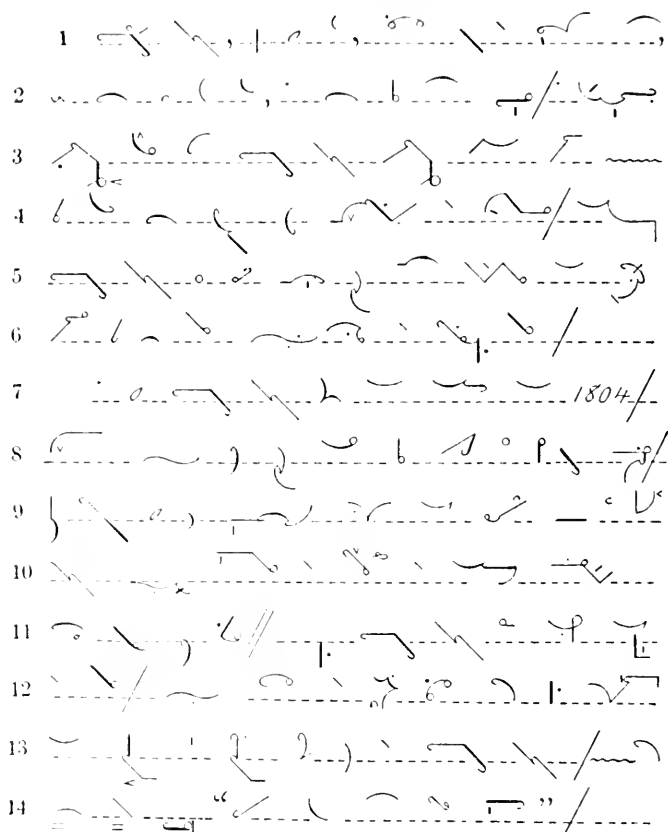
|  |   |  |
|--|---|--|
| Pen <sup>2</sup> , upon.                 |   | Dent <sup>1</sup> , did not, didn't.   |
| Pens <sup>3</sup> , happiness            |  | Dent <sup>2</sup> , do not, don't.   |
| Ben <sup>2</sup> , been.                 |  | Dent <sup>3</sup> , had not, hadn't.   |
| Ben <sup>3</sup> , to have been          |  | Chlent <sup>1</sup> , which will not.  |
| Brens <sup>2</sup> , remembrance.        |  | Jen <sup>2</sup> , general-ly [ <i>Jens</i> <sup>2</sup> , generalize; <i>Jenst</i> <sup>2</sup> , generalized]. |
| Tend <sup>3</sup> , at hand.             |  | Jent <sup>1</sup> , gentlemen  |
| Tlent <sup>1</sup> , it will not.        |  | Jent <sup>2</sup> , gentleman.   |
| Den <sup>2</sup> , done.                 |  | Ken <sup>2</sup> , can, question.  |
| Den <sup>3</sup> , down.                 |  |  |
| [Dees <sup>3</sup> -Ment, advance-ment]. |  |  |

|   |  |
|---|--|
| — Kent <sup>1</sup> , cannot, kind.       | — Lent <sup>1</sup> , will not.        |
| — Kent <sup>2</sup> , account, county.    | — Welent <sup>1</sup> , we will not.   |
| — Sken <sup>1</sup> , consequential-ness. | — Arnt <sup>2</sup> , are not.         |
| — Skens <sup>1</sup> , consequence.       | — Wernt <sup>1</sup> , we are not.     |
| — Skent <sup>1</sup> , consequent         | — Wernt <sup>2</sup> , were not.       |
| — Gen <sup>2</sup> , again.               | — Men <sup>1</sup> , men.              |
| — Fen <sup>2</sup> , often.               | — Men <sup>2</sup> , man.              |
| — Ven <sup>1</sup> , even.                | — Mend <sup>1</sup> , mind.            |
| — Then <sup>1</sup> , within.             | — Ment <sup>2</sup> , may not, am not. |
| — Then <sup>2</sup> , then.               | — Wement <sup>1</sup> , we may not.    |
| — Then <sup>3</sup> , than.               | — Nen <sup>1</sup> , opinion.          |
| — Len <sup>2</sup> , alone.               | — Nen <sup>2</sup> , known, none.      |

# READING EXERCISE

NOTE.—The first six lines are names of American cities.





## TEST WORDS

|            |             |            |             |
|------------|-------------|------------|-------------|
| 1. Monday  | 6. brown    | 11. phoned | 16. cheapen |
| 2. June    | 7. fine     | 12. panic  | 17. chicken |
| 3. amount  | 8. seven    | 13. punish | 18. quicken |
| 4. machine | 9. assign   | 14. dented | 19. Lemon   |
| 5. open    | 10. session | 15. finer  | 20. roughen |

|            |             |            |                |
|------------|-------------|------------|----------------|
| 21. happen | 26. iron    | 31. obtain | 36. Oregon     |
| 22. ton    | 27. arraign | 32. bacon  | 37. engine     |
| 23. hidden | 28. earn    | 33. burn   | 38. broken     |
| 24. Spain  | 29. mine    | 34. turn   | 39. constant   |
| 25. plan   | 30. human   | 35. taken  | 40. complained |

### BUSINESS LETTER

NOTE.—In this letter and the exercise on page 117, *n*-hook word-signs and phrase-signs are preceded by a point [·].

MR. FRANCIS BOONE,  
Kansas City, Kansas.

Dear Boone:

Your inquiry ·upon-the ·question of Brown's contract is ·at-hand and-has ·again ·been referred to-our Mr. Blaine for-his ·opinion. ·It-will-not surprise me if-it-is found that Brown has ·often ·done things, while ·alone ·down in Atlanta, that ·were-not ·within-the limits of-his agreement. My ·remembrance is that he-is a·man of keen ·mind but unfortunately inclined (to) take<sup>d</sup> chances that ·are-not ·generally justified, and-that on-this·account we-have ·often warned him to-be ·even more careful ·than seemed necessary.

Although ·none of-our ·men ·can find as much business as Brown does, I-fear ·we-will-not-be able (to) keep<sup>d</sup> him if-he·cannot avoid this constant infringement on-the rights of-others. ·We-are-not complaining so much on-our·account as because he-is standing in-the-way of-his-own ·advancement.

With ·kind regards, I remain,  
Sincerely-yours,

# LESSON 27

## FINAL HOOKS—*Continued*

212. *Words Added by the N-Hook.*—The *n*-hook may be used to add words as follows:

1. *Own*, (a) to any stroke word-sign, except *its*, expressing possession or ownership; thus:

their own, her own, our own, my own, your own, by our own,

at our own, in our own, of our own, to our own, on our own,

all our own, and our own.


(b) If the word following *own* can be joined to the En-stroke more easily than to the hook, use the stroke; thus: their own statement, on our own part.


2. *Not*, (a) to the signs for *did*, *but*, and *or*. (b) As the sound of *t* expressed by halving a stroke is read *after* a final hook, a number of full-length word-signs are halved and hooked to express *not*; for example: *do not*, *had not*, *which will not*, *will not*, *we will not*, *are not*, *we are not*, *we may not*.

3. *Than*, to words which express comparison and end with the sound of *r*; thus:

more than, sooner than, closer than, better than.

4. *In*, to the signs for *here* and *we are*; thus: herein we are in.

































5. *One*, (a) to the signs for *at*, *each*, *which*. (b) Use *Wen* for *one* when it is more convenient than the hook for joining to the word following *one*; thus:  which one spoke.

6. *Been*, to the sign for *have*, thus:  have been.

213.

N-HOOK WORD-SIGNS

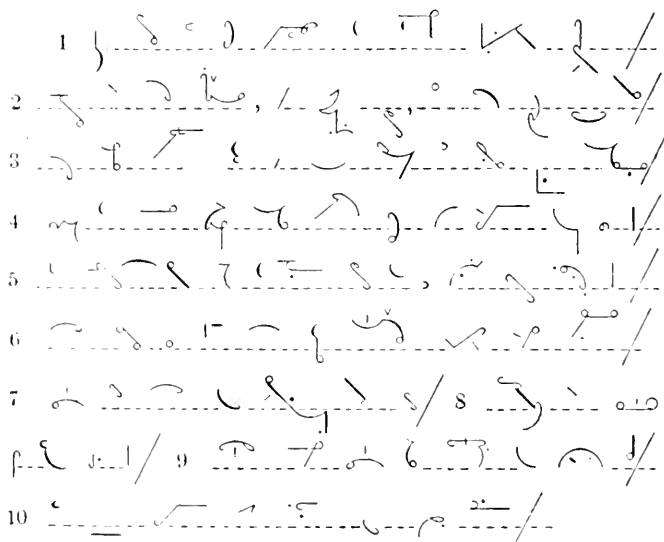
(Second List)

|   |   |   |   |
|---|---|---|---|
|    | Spent <sup>2</sup> , expensive-ness.  |    | Sprent <sup>3</sup> , superintend-ed-ent.   |
|    | Spens <sup>2</sup> , expense.   |    | Bend <sup>1</sup> , behind.   |
|    | Spens <sup>3</sup> , expanse-ible.  |    | Tens <sup>3</sup> , at once.  |
|    | Plens <sup>1</sup> , compliance.  |    | Sten <sup>3</sup> , circumstantial.   |
|    | Plens <sup>3</sup> , appliance.   |    | Stens <sup>3</sup> , circumstance,<br>[Stenses <sup>3</sup> , circumstances]        |
|    | Splen <sup>2</sup> , explain-ation.   |    | Den <sup>1</sup> , denominate-d,<br>denomination.                                   |
|    | Splend <sup>2</sup> , explained.  |    | Weh <sup>1</sup> -Ken, we can.<br>See Note on page 116                              |
|    | Pren <sup>2</sup> , comprehension-sive.   |   | Weh <sup>1</sup> -Kent, we cannot.  |
|   | Pren <sup>3</sup> , apprehension-sive.  |  | Gen <sup>1</sup> , begin, organ.  |
|  | Pren <sup>1</sup> , appearance,<br>[Prenses <sup>1</sup> , appearances].        |  | Gen <sup>2</sup> , begun.   |
|  | Sprens <sup>2</sup> , experience<br>[Sprenst <sup>2</sup> experienced].         |  | Gen <sup>3</sup> , began.   |
|  | In-Sprens <sup>2</sup> inexperience,<br>[In-Sprenst <sup>2</sup> inexperience]. |  | Sgay <sup>1</sup> , significant-ce.   |
|  | Plent <sup>2</sup> , plaintiff.   |  | Sgen <sup>1</sup> , significaney.   |
|  | Plent <sup>3</sup> , applicant.   |  | Fend <sup>3</sup> , found-ed-ation.   |
|  | Prend <sup>2</sup> , comprehend-ed.   |  | Smen <sup>2</sup> , examine-ation<br>[Ker <sup>2</sup> -Smen, cross-examine-ation]. |
|  | Prend <sup>3</sup> , apprehend-ed.  |  | Smend <sup>2</sup> , examined [Ker <sup>2</sup> -Smend, cross-examined].            |

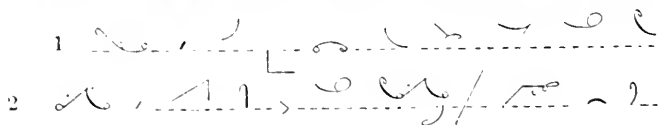
NOTE.—"We" *Prefixed by a Hook*.—(a) It is allowable in a few cases to represent *we* by joining *Weh* as a hook to *Kay* and some other horizontal letters which, according to the general rule, would not take the *Way-hook*. Signs thus formed do not in practice conflict with the corresponding *l-hook* signs. (b) *We* is generally joined by the *Way-hook* to a following word commencing with

Em, En, Lay, or Ray; thus: --- we must, --- we answer,  
 --- we like, --- we require.

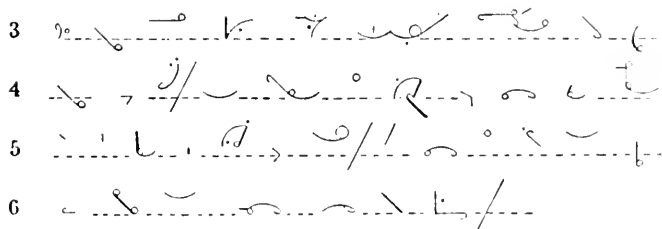
### READING EXERCISE



### UNITED STATES CIVIL SERVICE EXAMINATIONS







### WRITING EXERCISE

1. The 'superintendent's 'compliance with-the very 'comprehensive demands of-his 'experienced workmen 'at-once removed all 'apprehension. 2. The 'plaintiff 'explained, during-the 'cross-examination, that-he 'began to-be 'apprehensive when-he-missed a-bill of large 'denomination. 3. It-is beyond my 'comprehension how-the 'inexperienced student expects (to) gain<sup>d</sup> speed in shorthand without any 'foundation in-the-way of-a 'comprehensive knowledge (of the) principles. 4. On-our-own-part, we-think their-own-statements are no-'more-than fair. 5. In-our 'opinion, at-least, we-did 'more-than we should-have- 'been expected to accomplish when-we 'began so-late. 6. One 'of-our-own 'men returned 'sooner-than we expected and-brought news 'better-than we-'have-been anticipating. 7. 'We-are-in-receipt of-your bill, and-'herein hand you check covering-the same. 8. In-this city, the houses are being built 'closer-than ever before. 9. We-require at-least a-week's time on-a contract of-this-'kind, and-we like to-have 'even more. 10. It-is significant that-the 'explanations 'have-been so-long-delayed.


## LESSON 28

### FINAL HOOKS—*Continued*


#### THE SHON-HOOK



214. A large final hook on the circle-side of any consonant-stroke adds the syllable *shon*; thus:




  
passion, suspicion, action, Titian, flexion, Parisian, magician,





  
fashion, oration, nation, lotion.

215. *Names*.—When a Shon-hook is added to a simple or a modified consonant, the syllable *shon* is added to the name of the stroke.

216. *Caution*.—Care must be taken lest the spelling should lead to the employment of this hook for syllables whose consonant sounds are not *shn* or *zhn*; as for the *-tian* of *Christian*, which should be written thus: 

217. The Shon-hook cannot be used for words whose only consonant sounds are *shn* or *shns*, as in  shun,  oceans.

218. The syllable *shon* is usually represented by Shen in the following cases: (a) When this syllable is preceded by initial *s* only; as in  session. (b) When this syllable is preceded by two vowels in a word needing distinction by difference of outline from another having the same consonants; as in  continuation, which

needs to be distinguished from  *contention*. (c) In derivatives from words ending with Ish; as  *diminution*, derived from  *diminish*.

219. A Shon-hook sign is vocalized just as an *f*-hook or an *n*-hook sign is.


220. *S* or *z* may be added to the Shon-hook by Iss written within the hook.

221. The Shon-hook may be used in the middle of a word; thus:



optional, passionate, conditionally, auctioneer, visionary.

## THE TIV-HOOK

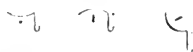
222. A large final-hook on any *straight* consonant stroke, on the side opposite that for the Shon-hook, adds the syllable *tiv*; thus:  p-tiv.

223. *Names*.—When the Tiv-hook is added to a simple or a modified consonant, the syllable *tiv* is added to the name of the stroke.




captive, receptive, provocative, illustrative, figurative.

224. (a) The Tiv-hook is never written upon a curve consonant. (b) Following a curved stroke, the syllable *tiv* is usually best represented by Tef. Hence, write







native, motive, votive.


## THE ESHON-HOOK

225. The syllable *shon* may be added to a circle at the end of a stroke by a small hook; thus:  ps-shon.







226. In words in which this sign is used, a first-place or a second-place dot-vowel always occurs between *s* and the syllable *shon*. Hence, this hook, because of such vowel, is called the Esh'on (e'shon) hook, or simply Esh'on.







227. (a) When the vowel preceding Eshon is first-place, it should be written at the LEFT of the hook; when second-place, at the *right* of the hook; thus:  opposition,  compensation. (b) It is generally unnecessary to write the vowel that occurs between *s* and *shon*.






228. Iss may be written within an Eshon-hook to express *s*; thus:  physicians,  compensations.





229. Eshon may be used in the middle of a word; thus:  conversational.

## EXERCISE







































 precision,  decision,  acquisition,  recession,  musician,  incision,

 persuasion,  accusation,  accession,  recession,  cessation,  association,

 procession,  appreciation,  authorization,  conversation,  transition,

 condensation,  sensational,  transitional,  recessional.

230. SHON, TIV, AND ESHON-HOOK  
WORD-SIGNS AND CONTRACTIONS

|  |  |
|--|--|
| ---  --- Speeshon <sup>2</sup> , exception-al   | ---  --- Dershon <sup>2</sup> , direction                 |
| -----  ----- Pelshon <sup>1</sup> , completion  | ---  --- Dershon <sup>3</sup> , duration                  |
| ---  --- Pelshon <sup>3</sup> , application     | ---  --- Sdershon <sup>2</sup> , consideration            |
| ---  --- Pershon <sup>1</sup> , perfection      | -----  ----- Kelshon <sup>3</sup> , conclusion            |
| ---  --- Pershon <sup>3</sup> , oppression      | -----  ----- Skershon <sup>1</sup> , description          |
| ---  --- Spershon <sup>2</sup> , expression     | -----  ----- In-Skershon <sup>1</sup> , inscription       |
| ---  --- Spershon <sup>3</sup> , suppression    | -----  ----- Fershon <sup>1</sup> , formation             |
| ---  --- Beeshon <sup>2</sup> , objection       | -----  ----- Emshon <sup>2</sup> , mention                |
| ---  --- Sbeeshon <sup>2</sup> , subjection     | ---  --- Emshond <sup>2</sup> , mentioned                 |
| ---  --- Belshon <sup>2</sup> , obligation      | ---  --- Enshon <sup>1</sup> , information                |
| ---  --- Steeshon <sup>1</sup> , situation      | ---  --- Beectiv <sup>2</sup> , objective                 |
| ---  --- Steeshon <sup>2</sup> , station       | ---  --- Sbeectiv <sup>2</sup> , subjective               |
| ---  --- Steeshon <sup>3</sup> , satisfaction | ---  --- Peeshon <sup>1</sup> , opposition               |
| ---  --- Tershon <sup>2</sup> , contraction   | ---  --- Peeshon <sup>2</sup> , position                |
| ---  --- Tershon <sup>3</sup> , attraction    | ---  --- Peeshon <sup>3</sup> , possession              |
| ---  --- Tershont <sup>2</sup> , transient    | -----  ----- Genseshon <sup>1</sup> , organization      |
| ---  --- Deeshon <sup>1</sup> , contradiction | ---  --- En-Veeseshon <sup>2</sup> , investigation      |
| ---  --- Deeshon <sup>2</sup> , condition-al  | ---  --- Ray <sup>2</sup> -Peeshon, representa-<br>tion |
| ---  --- Deeshon <sup>3</sup> , addition-al   | ---  --- Ray <sup>2</sup> -Peectiv, represen-<br>tative |

## TEST WORDS

NOTE.—Use the Tiv-hook in the outlines of the words in the first two columns; and Tef in those of the last two columns.

|                  |                   |                   |                   |
|------------------|-------------------|-------------------|-------------------|
| 1. vindictive    | 11. imperative    | 21. correlative   | 31. argumentative |
| 2. indicative    | 12. operative     | 22. contemplative | 32. legislative   |
| 3. collective    | 13. corroborative | 23. superlative   | 33. derivative    |
| 4. communicative | 14. commemorative | 24. accumulative  | 34. preservative  |
| 5. recreative    | 15. restorative   | 25. affirmative   | 25. primitive     |
| 6. negative      | 16. curative      | 26. formative     | 36. incentive     |
| 7. speculative   | 17. active        | 27. nominative    | 37. retentive     |
| 8. tentative     | 18. protractive   | 28. remunerative  | 38. attentive     |
| 9. comparative   | 19. defective     | 29. narrative     | 39. festive       |
| 10. lucrative    | 20. effective     | 30. imitative     | 40. diminutive    |

## BUSINESS LETTER

NOTE.—In this exercise Shon, Tiv, and Eshon-hook word-signs are preceded by a point [·].

MR. ALFRED WADE,  
Association Building,  
New Orleans, La.

Dear Wade:

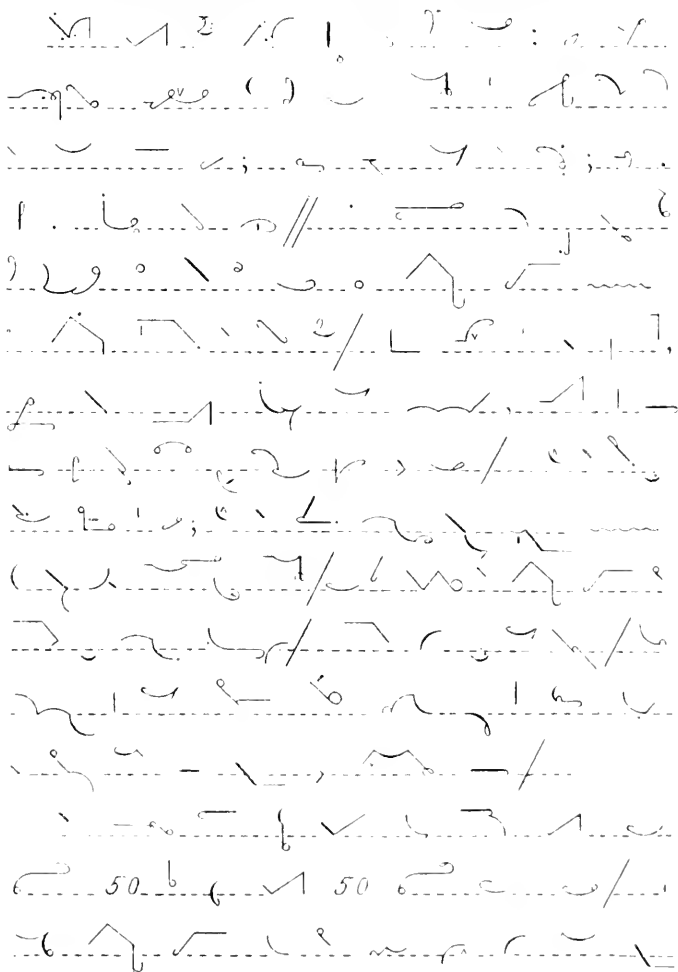
Your ·exceptional ·application and-general activity will doubtless result in-the ·completion of-your work to-the ·satisfaction of-us all. If-you desire any ·additional ·information that-is in-my ·possession or that-the ·organization is in a-·position (to) supply<sup>4</sup>, you-have only (to) ·mention<sup>4</sup> it and I-will see that-you get-it immediately.

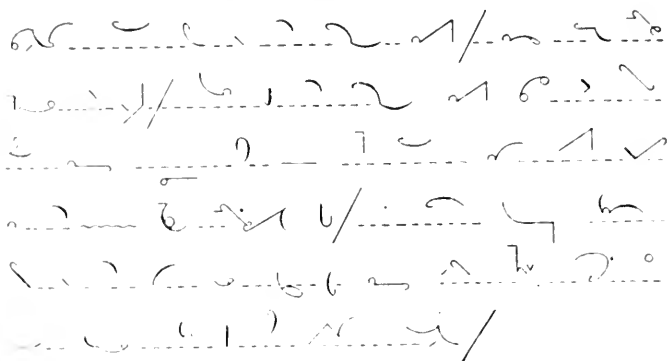
After due ·consideration, I-have-come to-the ·conclusion that-your ·description (of the) ·obligations and-·position of-our new ·representative is beyond ·contradiction. But I-am already convinced that-his ·attraction and-activities will-be ·transient and-that ·objection to-his combative ·expressions will soon be heard in-every-·direction. Once started, the ·formation of-an ·opposition to-his plans for-the new ·station would grow so rapidly that-his present control (of the) ·situation would-be of very-short ·duration. As this-is-the chief ·objective that-we seek, I-think we-can almost write-the ·inscription on-his political tombstone now.

·Conditions are improving generally, and-judging from-recent conversations that I-have-had with-the controlling powers [Pee<sup>3</sup>-Rays], there-will-be a-cessation [Es-Iss-Eshon, vocalized] of-those sensational accusations brought against us by-the reform association.

Cordially yours,

## THE ACQUISITION OF SPEED IN SHORTHAND





## KEY

Ability to write shorthand rapidly depends upon three things: First, such a mastery of the principles and word-signs that there is no indecision or hesitation over the form of any common word; second, an applied knowledge of phrasing; and third, a steady and continuous pen-motion.


The quickest way to attain possession of these three essentials is by what is known as repetition work—the repeated copying of perfect shorthand. Take a line or two at a time, as much as can be carried conveniently in the memory, and write it again and again until the pen-point seems to flow from one outline to the next. Avoid all stopping of the hand between strokes or words; avoid all jiggling movements above the note-book—they both show and increase confusion and indecision. One of the chief purposes of repetition work is to keep the hand moving effectively. Keep your hand near the paper. If you remove it when the speaker pauses, you will have to waste time that you cannot afford to spare, in order to get back to the writing position again.

All experts agree that it is better for the beginner to write one selection fifty times than to write fifty selections only once. But, in this repetition work for speed, you should not allow your writing to become slovenly nor fail to read everything you write. You must cultivate a precision and deftness of touch. If you do not read everything you write, as well as all the perfect shorthand you can secure, there will come a time when you will write better than you read—and this is not a praiseworthy condition. The mere fact that you may be able to read your notes faster than you can operate a typewriting machine is no evidence that you do either rapidly enough.

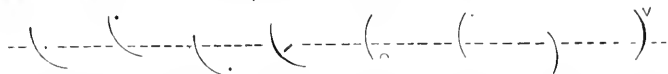


## LESSON 29


### THE LENGTHENING PRINCIPLE

231. Doubling the length of *Ing* adds the sound of *ker* or *ger*; thus:  *anchor* or *anger*.

232. Doubling the length of any other curved stroke adds the sound of *ter*, *der*, or *ther*; thus:






Efter<sup>2</sup>, Efder<sup>1</sup>, Eftther<sup>3</sup>, Veeter<sup>2</sup>, Ithter<sup>1</sup>, Iththter<sup>1</sup>, Ester<sup>3</sup>, Zeeder<sup>1</sup>  
fetter, feeder, father, voter, theatre, thither, aster, Zuyder



  
Ishter<sup>2</sup>, Layder<sup>3</sup>, Arder<sup>1</sup>, Emter<sup>2</sup>, Enthter<sup>1</sup>, Wayter<sup>1</sup>, Yelder<sup>1</sup>  
shutter, louder, order, motor, neither, water, yielder

233. *Names*.—The lengthened strokes are named by adding to the name of the stroke lengthened the *sound* denoted by its lengthening; thus: Ing'ker, Ing'ger, Ef'ter, Lay'der, En'ther, Tice'ther, Fel'ter, Fer'ther, Shel'ter, Sher'ter, Wen'der, Frel'ther, Bee'ther, etc.

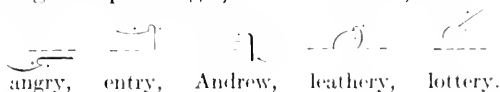
234. *Vocalization*.—(a) Lengthened strokes are vocalized just as other strokes are, the sound added by the lengthening being read *after* a vowel following the stroke (as in the examples above), but *before* a final attachment; thus:

 letter-s,  slender-est,  moder-n

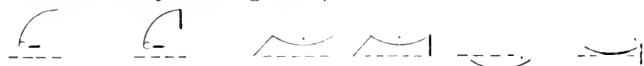
(b) Hence, a vowel following the sound of *ter*, *der*, or *ther* denoted by lengthening, must be omitted; as in

 alter(a)tions; or written before a following consonant; as in  eccentric-ic.

235. The lengthening principle cannot be used when the consonants it represents are followed by a *final* vowel. In such cases an *r*-hook sign, or Ray preceded by a half-length expressing *t*, must be used; thus:




236. When the sign for a verb ends with Lay' ter, En' ter or Ing' ker, its past tense outline is usually formed best by adding Dee; thus:

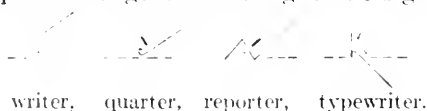


slaughter, slaughtered, render, rendered, anchor, anchored.

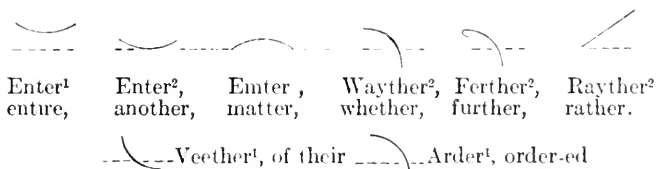
Remark—The sign for Shel' ter, if written quite slanting, may, unlike that for Shel, stand alone and be used with advantage for *shelter*, *shoulder*.

237. *Position of Lengthened Strokes.*—In determining the position of a lengthened stroke, regard the second half as a distinct sign, and place the first half in its proper position according to rules previously given.

238. *Lengthened Straight Lines.*—Experienced writers derive advantage from doubling a full-length straight line, *without a final attachment*, to add the syllable *ter* or *ther*, or the words *their*, *there*; the heavy lines being tapered toward their termination; thus:  The chief use of this principle is to add *their* or *there* to word-signs. Inexperienced writers are cautioned that a further use of it than is made in the exercises of this book is likely to result in illegibility of their notes. Following are a few examples of lengthened straight-line signs:



### 239. LENGTHENED-STROKE WORD-SIGNS




REMARK.—*Entirely* is formed from the sign for *entire* by adding El; *entirety*, by adding Tee; and *material-ly*, from the sign for *matter*, by adding Lay; *materiality*, by adding Lay-Tee.

240. "*Their*," "*They Are*," or "*There*" Added.—A curved or a straight full-length word-sign without a final hook, loop, or circle may be lengthened to add *their*, *they are*, or *there*; thus:



241. *Dear* may be added to *my* by lengthening Em in a few phrases of frequent use, especially in correspondence; as



242. "*Own*" or "*Been*" Added.—(a) *Own* may be added by an *n*-hook to the signs in Paragraph 240, or any others expressing *their*, when the stroke for *own* is not more convenient for joining to the following word; thus:  for their own sakes.

(b) *Been* may be added by an  $n$ -hook to Veether<sup>2</sup> for *have there been*.

READING EXERCISE

1 ker added

2

3 ger added

4 ter added

5

6

7 der added

8

9 ther added

1

2

3

4

5

6

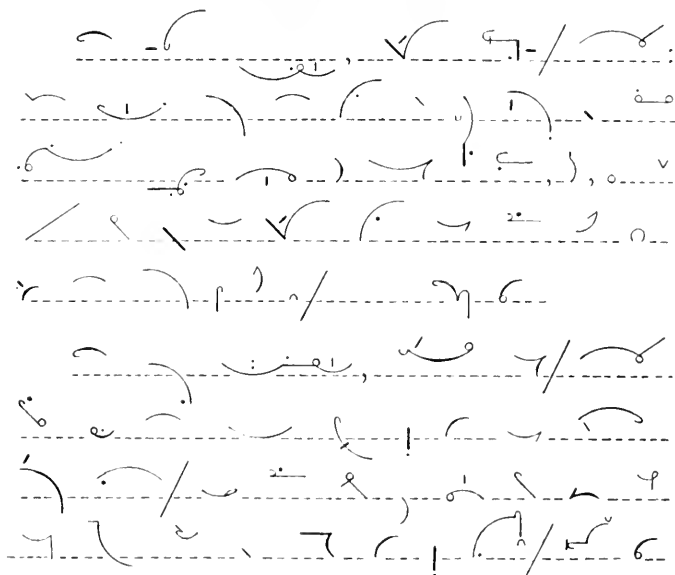
7

8

9

10

## BUSINESS LETTERS



## TEST WORDS

|           |                |             |              |
|-----------|----------------|-------------|--------------|
| 1 banker  | 8 linger       | 15 laughter | 22 bewilder  |
| 2 winker  | 9 monger       | 16 smelter  | 23 engender  |
| 3 bunker  | 10 diameter    | 17 swelter  | 24 rejoinder |
| 4 anchor  | 11 barometer   | 18 remitter | 25 surrender |
| 5 sinker  | 12 thermometer | 19 ladder   | 26 neither   |
| 6 anger   | 13 chronometer | 20 invader  | 27 whither   |
| 7 younger | 14 hydrometer  | 21 wander   | 28 weather   |

## BUSINESS LETTER

My-dear-Sir:

Your-order for speedometers is much appreciated and-is receiv-  
ing our best attention. Half-the number you order will-be shipped  
(to)day<sup>1</sup> and-the remainder not later-than-the end (of the) week.  
Hoping that-this will-be satisfactory, we remain,

Very-truly-yours,

# LESSON 30



## CONTRACTED PREFIXES


243. (a) A letter, syllable, or word joined to the beginning of a word is called a PREFIX. Thus, from *navigate* is formed *circumnavigate*, by joining a prefix. Some prefixes are words which may be used separately, while a greater number are inseparable; that is, are never used by themselves. Many of the prefixes which are inseparable in English are separable in the languages from which they are derived. (b) Such prefixes as would be difficult or tedious to write in full may be contracted. (c) Such contractions are called Prefix-Signs.




244. The student has already learned the signs for the prefixes *con*, *accom*. Of the remainder which need contracted signs, the most important, and the signs by which they are represented, are given in the following:

### LIST OF PREFIX-CONTRACTIONS

1. *Circum* is indicated by Iss written beside the first stroke of the remainder of the word; thus:

 circumference,  circumscribe.

2. *Cog*, by a light dot; as for *com*, *con*. Example:  
 cognate.

REMARK.—(a) In the following words and their derivatives, *con*, or *com*, is best written in the manner indicated by the outline-names: *conic*, Kay-En-Kay; *comity*, Kay-Em-Tee; *commiserate*, Kay-Ems-Ret; *commotion*, Kay-Emshon; *commerce*, Kay-Mers; *comrade*, Kay-Merd. (b) *Con* = *cong*, may be expressed by license, by the sign for *con*; thus:  congress,  conquer. (c) *Concom* occurs in *concomitant* and its derivatives. It is represented thus: .

3. *Contra, contro, counter*.—When these prefixes cannot be more conveniently expressed otherwise, they may be indicated by a tick written at the beginning of the remainder of the word; thus:  $\bar{\text{L}}$  contradict,  $\bar{\text{C}}$  controvert,  $\text{lo}^{\vee}$  countersign.

REMARK.—This sign is used for *contri* in *contribute* and its derivatives.

4. *Decom* is expressed by *Dec*, and *discom, discon*, by *Dees*, written near the remainder of the word; thus:  $\text{I}^{\vee}$  decompose,  $\text{b}^{\vee}$  discomfort.
5. *For-e*.—When this prefix cannot be more conveniently written otherwise, it may be expressed by *Ef* written near, and sometimes joined to, the remainder of the word; thus:  $\text{V}^{\vee}$  foreknowledge.

REMARK.—(a) This prefix is joined in writing the following words and their derivatives: *Forever, forewarn, forestall, forsooth, forswear, forward*. (b) Until the learner has had considerable experience, it will be well for him to express *fore* or *for* by a *disjoined Ef* in the following words: *Foreclose, forefather, foreknow, forenamed, foresee, foreshow, forethought*. (c) Write *fore* or *for* with *Fer* in the following words and their derivatives: *Foretell, forgave, forget, forsake*; (d) and with *Ef-Ar* in the following words: *Foreland, forelock, foreman, foremost, forerun, foresail*. (e) Write *forchcad*, *Ef-Ray-Dec*; *forenoon*, *Ef-Ray-Nen*.

6. *Incon, incom, incog*, are expressed by *En* written above the line, and near, or partially over, the remainder of the word; thus:  $\text{f}^{\text{f}}$  inconstant,  $\text{f}^{\vee}$  incomplete,  $\text{f}^{\text{f}}\text{f}$  incognito.

REMARK.—(a) This prefix-sign is occasionally joined to the remainder of the word; it may be joined in the following and their derivatives:  $\text{f}^{\text{f}}$  inconsistent,  $\text{f}^{\vee}$  incomplete,  $\text{f}^{\text{f}}\text{f}$  inconvenient,

$\text{f}^{\text{f}}\text{f}$  incompetent,  $\text{f}^{\text{f}}\text{f}$  inconsequence,  $\text{f}^{\text{f}}\text{f}$  inconceivable,

(b) The prefix *incon* is sometimes joined to a following stroke by an *In-hook*; thus:  $\text{f}^{\text{f}}\text{f}$  inconsiderable or in considerable. (c)

The sign for *incom* may be used by license for *incum* or *encum*.

## BUSINESS LETTERS

J: 324  
 b. 324  
 J: 324  
 b. 324

J: 324  
 b. 324  
 J: 324  
 b. 324

J: 324  
 b. 324  
 J: 324  
 b. 324

## BUSINESS LETTERS

My-dear Senator:

I-fear that Senator Saunders's remarks before-the congressional  
 committee cannot-be easily controverted. I-have-heard that-he  
 spent no inconsiderable time in-examin-ing-the circumstances and-  
 even visited some (of the) places incognito in-order-to supplement-



the rather incomplete information given at-the first hearing. In-consequence, I-am content, in-my-own mind at-least, that-he-is sure of-his ground when-he says that-the present incumbent is utterly incompetent.

Sincerely-yours,

Dear-Madam:

Please accept our most heartfelt thanks for-your generous contribution to-our work. The conditions with-which we-are confronted are almost inconceivable, but support such-as yours is wonderfully effective and inspiring [In-Sper<sup>l</sup>:‘ing’].

Respectfully-yours,

## LESSON 31

### CONTRACTED PREFIXES—*Continued*




#### 244. (*Continued*)



7. *Inter, intro*, are expressed by Ent disjoined before the remainder of the word; thus:  $\curvearrowright \curvearrowleft$  interlinear.




REMARK.—(a) This prefix-sign may be used, by license, for *enter-*. (b) It may be joined thus:  $\lrcorner$ , in the following words and their derivatives: Interdict, introduce, enterprise, entertain, interchange, intercourse, interest, interfere, interjaacent, interjection, interpolate, interpose, interpret (Ent-Pret), interrogate, interrupt (Ent-Pet), intersect, intertwine (Ent-Tee-Wen), interval, intervene, interview, interweave (Ent-Weh-Vee), introspect, introvert.

8. *Irrecon* is expressed by Ar written near the remainder of the word; thus:  $\searrow \vee \swarrow$  irreconcilable,  $\searrow \underline{\underline{\vee}}$  irreconciliation.




9. *Magna, magni*, are represented by Em written over (or partly over) the remainder of the word;

thus:  magnanimous,  magnify,  magnitude.




REMARK.—This prefix-sign may be used by license for *magne*;  
thus:  magnetism,  magnesia.

10. *Miscon*, *miscom*, are expressed by Em-Iss written above the remainder of the word; thus:  misconduct,  misconstrue,  miscompute.




REMARK.—The *advanced* writer may join this prefix-sign in writing “misconduct, misconjecture,” and their derivatives.




11. *Noncon*, *noncom*, are denoted by Nen written over or through the first stroke of the remainder of the word; thus:  noncontent,  nonconducting,  noncommittal:

REMARK.—(a) The sign for this prefix is never joined. (b) *Non*, written (as it frequently is) with Nen, is distinguished from *noncom* by being written *near* but not *over* or *through* the first stroke of the remainder of the word.







12. *Recon*, *recom*, *recog*, are expressed by Ray written near the remainder of the word; thus:  reconcile,  recommend,  recognize.

REMARK.—This prefix-sign may be used by license for *recum*, in “recumbent” and its derivatives.



13. *Self* is represented by Iss written beside the first stroke of the remainder of the word; thus:  self-respect,  selfish,  selfhood.

REMARK.—(a) The *advanced* writer frequently joins the sign for *self* to the remainder of the word; thus:  self-esteem,  selfish. (b) *Self-con-m* may be expressed by writing the sign for *self* in the place of the *con* or *com* dot; thus:  self-conceit. (c) *Self-contra* may be expressed by the sign for *contra* with Iss prefixed.










14. *Uncon*, *uncom*, are represented by En written,



usually on the line, near the remainder of the word;  
 thus:  uncontrolled,  uncombined,  unconnected,  unconscious,  unconstrained,  
 uncomfortable.


REMARK.—These prefixes are usually En<sup>2</sup> (or lower than *Incon-m*) for the sake of distinction. The advanced writer may join the sign for this prefix in the following words and their derivatives: Unconcern, unconditional, unconstitutional (*Ens-Teeshon-Lay*, the first *t* being omitted).

15. *Unreeon*, *unrecom*, *unrecog*, are expressed by *Ner* written partly over the remainder of the word;  
 thus:  unreconciled,  unrecompensed.

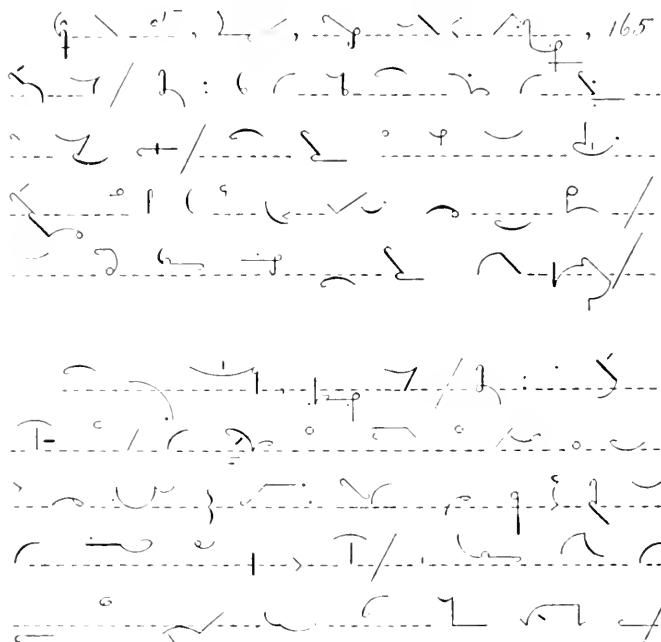
245. *Prefixed Syllables*.—(a) When any one of the prefixes given above is preceded by a syllable, as *in* or *un*, such syllable may be expressed by the proper letter or letters joined to, or written near, the prefix; thus:

 uncircumscribed,  unselfish,  undecomposed,  
 uncontradicted,  uninterrupted,  
 unforeseen,  disencumber,  disinterested,  
 unaccomplished.

(b) The prefixed syllable, in such case, may usually be left unvocalized. (c) To keep signs upon the line as much as possible without impairing their legibility, it is occasionally necessary that a prefix sign, when joined to a preceding syllable, should be brought out of its usual position; as in “disencumber.” (d) The *con*, *com*, or *cog* is sometimes expressed in connection with the preposition *in* by the sign for *incon*, etc.; thus:  in conjunction,  in comparison.

(e) The prefix *contra*, *contro*, or *counter* may, in like manner, be expressed in connection with the preposition *in* by the sign for *uncontra*; thus:  in contradistinction.

## BUSINESS LETTERS



## TEST WORDS

NOTE.—Disjoin the prefix-sign when the prefix-syllable or word is followed by a colon [:].

|                    |                 |                    |                      |
|--------------------|-----------------|--------------------|----------------------|
| 1 circum:navigable | 11 fore:father  | 21 forenoon        | 31 inconsideration   |
| 2 circum:vention   | 12 fore:see     | 22 incom:parable   | 32 encum:brance      |
| 3 cog:nizance      | 13 fore:thought | 23 incom:patible   | 33 incum:bent        |
| 4 cog:nomen        | 14 foretell     | 24 incum:pressible | 34 inter:cept        |
| 5 contro:versial   | 15 forgave      | 25 incon:solable   | 35 inter:line        |
| 6 counter:feiter   | 16 forsake      | 26 incon:testable  | 36 non:descript      |
| 7 decom:position   | 17 foreman      | 27 inconsistency   | 37 recon:sider       |
| 8 discom:(m)ode    | 18 foremost     | 28 incom:pletely   | 38 recon:(n)oitier   |
| 9 discon:solate    | 19 forerunner   | 29 inconvenience   | 39 selfcom:placent   |
| 10 discon:tent     | 20 forehead     | 30 incompetence    | 40 selfcontra:dition |

## BUSINESS LETTER

Mr. WILBUR DAVENPORT,  
Sioux-City, Iowa

Dear-Sir:

I-called-upon Mr.-Snyder this-afternoon and-found-him rather noncommittal regarding-the possibility of-a reconciliation. Although he recognizes-the disadvantage of continuing-the controversy, he nevertheless feels that ordinary self-respect [disjoin "self"] compels a-refusal of-our last suggested settlement. He-says that-his proposal, which-he considered a-magnanimous one, was deliberately misconstrued by-the committee. He gave me (to) understand<sup>t</sup>-that, in comparison with-the period for-which he-is still unrecompensed, he-thinks our offer of a-small compensation for-his work during-the last month is altogether absurd.

If-we-are (to) effect<sup>t</sup> a-reconciliation, I-think we-must undertake (to) meet<sup>t</sup>-him more-than half way.

Very-truly-yours,

















## LESSON 32

## CONTRACTED SUFFIXES

246. One or more letters, or one or more syllables, added to a word to modify its meaning is called a *suffix*. A word may take two or more suffixes at the same time. Thus, "truthfully" contains two, *ful* and *ly*.

247. (a) Suffixes that are difficult or tiresome to write in full are represented by contractions. (b) These contractions are called Suffix-Signs. Some of them have already been taught; for example, the dots for *ing* and *ings*; Vee or the *v*-hook for *ever*; the *f*-hook for *ful-ly*; Iss for *self*; and Ses for *selves*. The remainder are given in the following:

## LIST OF SUFFIX CONTRACTIONS

1. *Ble, bly*, are expressed by Bee joined, when Bel cannot be conveniently employed; thus:  sensible, sensibly;  profitable, profitably. Lay may be added to the Bee when the legibility of the writing seems to require it.
2. *Bleness, fulness, someness*, are represented by a small circle written at the end of the preceding part of the word; thus:  serviceableness,  lonesomeness.
3. *Ingly* is denoted by a heavy tick written in the direction of Pee or Chay, at the end of the preceding part of the word; thus:  lovingly.
4. *Lessness* is expressed by a large circle written at the end of the preceding part of the word; thus:  carelessness,  worthlessness,  uselessness.
5. *Lty, rty*—with any vowel preceding or following the *l* or *r*—may be added to any consonant-sign by disjoining the stroke immediately preceding the *l* or *r*; thus:  instability,  popularity,  prosperity.
6. *Mental, mentality*, are expressed by Ment written near the end of the preceding part of the word; thus:  instrumental, instrumentality;  fundamental.
7. *Ology, alogy*.—Jay written partially under the preceding part of the word, or joined to it, is used as a sign for -ology or -alogy when it cannot be more conveniently expressed otherwise; thus:  zoology,  physiology,  genealogy.

8. *Ship* is expressed by *Ish* written near the preceding part of the word; or joined, if it can be conveniently and without sacrifice of legibility; thus: lordship, friendship.

9. *Soever* is expressed by *Iss-Vee*, joined when it is convenient; thus: wheresoever, whensoever, whencesoever, whosoever, whatsoever, howsoever. But when it would

be inconvenient or not allowable to join *Iss-Vee*, *soever* is represented by *Iss* written beside the last stroke of the preceding part of the word; thus:

whosoever, whithersoever.

REMARK 1.—As it is not convenient to join *Iss-Vee* to *Wuhl*, the sign for *what*, that word is expressed by its last consonant, *Tee*, in the sign for *whatsoever*, as it is in *whatever*, *Tef*<sup>2</sup>.

REMARK 2.—Derivatives from *ology*, *ly*, *ry*, etc., may be expressed by adding to the primitive the proper sign for the additional sounds of the derivative; thus: to *Jay*, the sign for *ology*, add *Kel* to express *ological-ly*; as in -- zoological-ly, -- sociological-ly.

248. *Word-Sign Suffixes*.—A word-sign may be used as a suffix-sign; thus:

hereafter, thereafter, hitherto, whereto, onto, wherefore, whenever.

REMARK 1. *To*.—(a) *To* is expressed by *Tee* joined to the preceding part of the word in “into, hereinto, thereinto, whereinto; unto, hereunto, thereunto, whereunto, thitherto.” (b) “Into, hereinto,” etc., may usually be left without vocalization; but for the sake of distinction, “unto” and its compounds should have the vowel of its first syllable inserted.

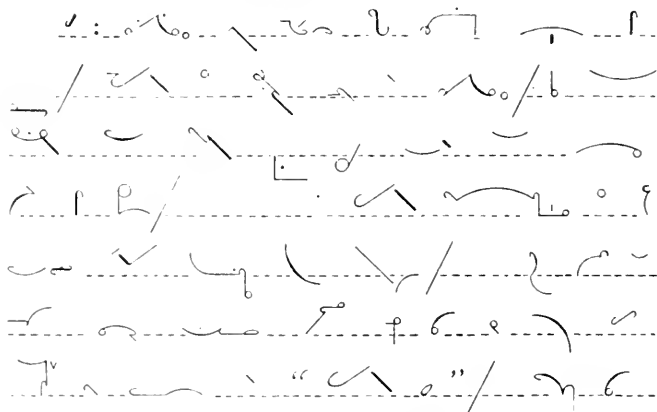
REMARK 2. *Of*.—(a) *Of* is joined by an *f*-hook in “whereof.” (b) It is written with the disjoined sign for *of* in the following words: “Untalked-of, unheard-of, hereof, thereof, unthought-of.”

REMARK 3. *In.*—(a) This suffix is usually written with En joined; being thus distinguished from *on*, which is usually added by an En-hook. (b) *In* may be added by an En-hook in “herein, hereinafter, hereinbefore,” etc.

REMARK 4. *Ever.*—The suffix *ever* is always joined to the preceding part of the word; usually with an Ef-hook, as in “whatever, whichever, whoever”; but with Vee in “whenever, wherever, forever,” and a few other words.

REMARK 5. *With.*—(a) The suffix *with* is usually best expressed by Ith, joined to the preceding part of the word; as in *herewith* (Ar<sup>1</sup>-Ith), *wherewith* (Wer<sup>2</sup>-Ith), *therewith* (Ther<sup>2</sup>-Ith); (b) but sometimes it is more convenient to join Weh, as in *forthwith* (Ef<sup>2</sup>-Ith-Weh).

### BUSINESS LETTER



### WRITING EXERCISE





1 Hereafter let us dispense with the formality that we have hitherto observed on these occasions. 2 They were instrumental in discovering the worthlessness (of the) machine. 3 His instability of character will seriously interfere with his chances of popularity and prosperity. 4 Please send us ten copies of your “Elementary Physiology” and one copy of James’s “Principles of Psychology.” 5 For a number of years the business was very unprofitable, owing to the carelessness with which it was conducted. 6 Therefore, be it resolved: That, subject to the provisions hereinbefore stated, it shall be the duty (of the) Committee on Membership (to) examine<sup>1</sup> any such charges and report thereon.



# LESSON 33

## OMISSION OF CONSONANTS

249. The student has already learned that common words containing several consonants are contracted by the omission of one or more of the consonants and called "word-signs" or "contractions." This principle is also applied to words containing consonants that are only slightly heard or are difficult to write. From such words it is allowable to omit middle consonants as follows:

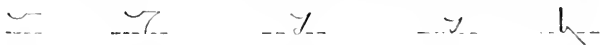
1. *P*—when it is immediately preceded by *m*, and immediately followed by *t* or the syllable *shon*; as in  *em(p)ty*,  *consum(p)tion*.
2. *K*—when it occurs between the sounds of *ng* and *sh* or *shon*; as in  *an(x)ious*,  *san(c)-tion*.

3. *T*—(1) when it occurs between *s* and another consonant; (2) also in a few words with a vowel between the *t* and the following consonant; as in

















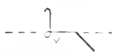





- (1) *mos(t)ly*, *res(t)less*, *pos(t)man*; (2) *domes(t)ie*, *des(t)itute*.

4. *Generally*, any consonant whenever its expression would make a tedious or difficult outline, and its omission would not endanger legibility. Under this rule, *l*, *n*, or *r* is omitted in the following words:











*inte(ll)ect*, *inte(ll)ectual*, *inte(ll)igence*, *inte(ll)igent*, *deve(l)op*;










  
 assign(n)ment, ato(n)ment, entertai(n)ment, stra(n)ger, passe(n)ger,  




  
 messe(n)ger, demo(n)strate, sta(n)dard, ide(n)tical, tra(n)sact,  




  
 tra(n)spose tra(n)slate, tra(n)slucent, tra(n)smit, tra(n)sport;  




  
 tra(n)sg(r)ess, tra(n)se(r)ibe, tra(n)se(r)ipt, manusc(r)ipt, in rega(r)d.



## OMISSION OF WORDS





250. To increase the speed of writing without sacrifice of legibility, the student has already been taught to omit *to* and *of the* where their omission can be indicated by the mode of writing the adjacent words. This principle may now be extended, and other words omitted, as specified below.

*A*—may be omitted from such phrases as the following:


|   |                    |   |                |
|---|--------------------|---|----------------|
|  | about a minute     |  | in a spirit    |
|  | after a time       |  | in such a case |
|  | at a certain place |  | in such a part |
|  | for a great deal   |  | many a one     |



*And*—thus:  by and by; or, with the adjacent words joined; as,  more and more;  over and over;  over and above;  through and through.





*From—to*—as in || from day to day;  from hour to hour,  from place to place.




*Have*—preceding *been* or *done*; thus:  can have been;  shall have been;  can have done;  you have done.






Caution.—Care must be taken to distinguish the phrase-sign “you have done” from *Dren*<sup>3</sup> by writing *you* upon the line.



*Of*—occurring between two words which can be joined, may be omitted if the *of* must be supplied in reading; thus:  place of residence.

*On the*—as in writing  on on the one hand;  on the other hand.

*Or*—thus:  more or less;  greater or less;  sooner or later;  two or three.








*The*—as in  on the contrary;  in the world;  in the interest.






*To*—thus:  according to that;  it seems to me;  said to have;  ought to have;  ought to see.

*Your*—as in  what's your business;  what's your name.

## NUMBERS

251. Numbers may be written either in shorthand or in figures; but the plan given here is best.

(a) Express                      1            2            3            4            5            6            10  
in shorthand; thus:       

12        60        100        1,000        1,000,000.  
    

(b) Express, in common figures, *all other* numbers except those that end with two or more ciphers.

(c) In such cases, use the word-sign for *hundred*, *thousand*, or *million*, as may be required, in place of ciphers; thus:

|      |        |        |          |            |
|------|--------|--------|----------|------------|
|      |        |        |          |            |
| 200, | 3,000, | 3,400, | 500,000, | 7,000,000. |

(d) The termination "ty" in the numbers 20, 30, etc., may be expressed by an upward line; thus:

|     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     |     |
| 20, | 30, | 40, | 50, | 70, | 80, | 90. |





## ADVANCED PHRASING PRINCIPLES

252. *The Ther Tick*.—When it cannot be conveniently expressed otherwise in a phrase-sign, *there*, *their*, or *they are* may be denoted, if the writer choose, by a heavy tick, Bedoid or Jedoid; thus: ---- would there; since there (their or they are).

REMARK 1.—This tick may be written in place of the dot for *ing* for *ing there*, *their*, or *they are*; thus: ---- doing there; , making their. This will not conflict with the suffix-sign for *ingly* (Par. 248, 3).




253. *Hooks Omitted*.—The hook of the signs for *been* or *can* may be omitted when, if written, it would prevent the formation of a desirable phrase-sign; thus:



---- it has been said. it can only.



254. *Forth* may be added in a few cases by an *f*-hook; thus:  step forth,  call forth,  set forth. In other cases, it may be written thus:  calls forth.

255. *Stair, Store*, may occasionally be represented by the *Ster* loop; thus:





 up stairs,  down stairs  drug-store,  book store,  public stores.

256. *It* may usually be added by halving a full-length word-sign or stroke without a final circle or loop; thus:  think it may,  above it,  before it can.



257. *Ought* is sometimes added by halving a full-length word-sign without a final attachment and writing it in the *first* position; thus: <sup>1</sup> it ought, <sup>2</sup> there ought.

258. *Would or Had* is sometimes added by halving a full-length word-sign without a final attachment and writing it in the *third* position; thus:  it would, it had;  there would, there had:

REMARK.—*Not* may be added by the *n*-hook to the above and similar signs.

259. (a) *Were* may occasionally be added to a word-sign by an *r*-hook and writing the sign in the *third* position; (b) and sometimes *Wuh* may be used for *were*; thus:  which were,  such were,  as it were;  there were.

REMARK.—In the sign for “as it were,” *as* should be on the line.

260. *You—Yeh* may be used for *you* if it is more convenient than *Yuh* for joining with a preceding or a following word; thus:  send you,  you understand.

261. *Other, Another, Whether*, may occasionally be added by lengthening; thus:





with each other, any other, no other, some other, such another,




by another, of another, one another, do you know whether.

262. *Special Contractions*.—In taking dictation in which long compound names or phrases occur, the stenographer should write them in full the first time (unless he can use one or more of the regular contractions); but thereafter, if he thinks they are likely to recur frequently, he should devise special contractions. The general method of forming such contractions is to join or intersect one or two letters (usually the initial ones) of two or more parts of the name or phrase; thus:


 New York Central.


 New York, New Haven & Hartford.


 Union Pacific.


 Western Union Telegraph Co.

 Interstate Commerce Commission.

 Government of the United States.

 Imperial German Government.

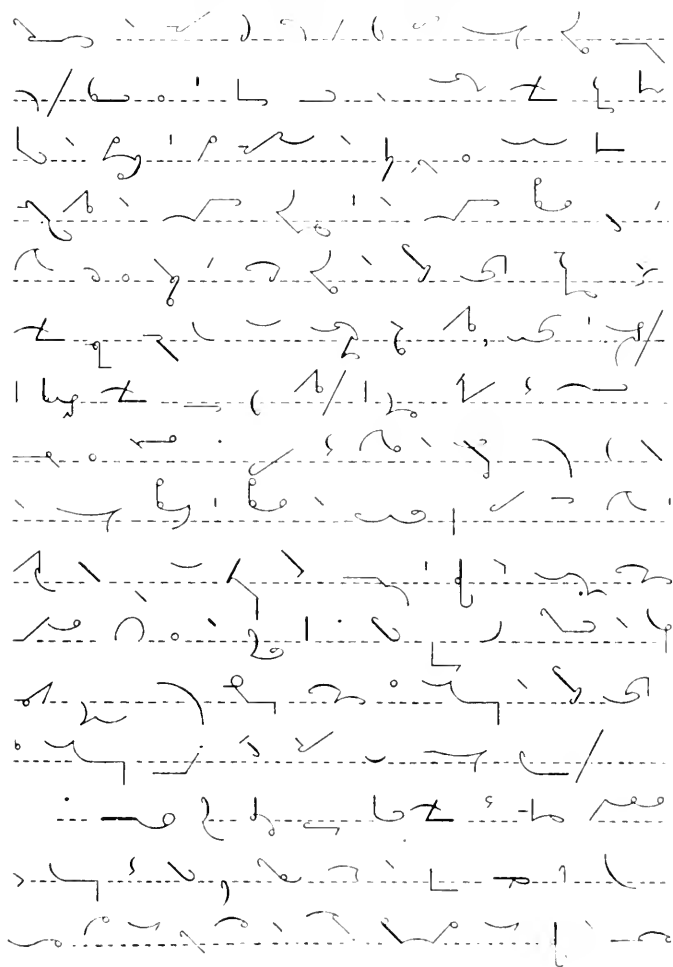
 Great Britain.

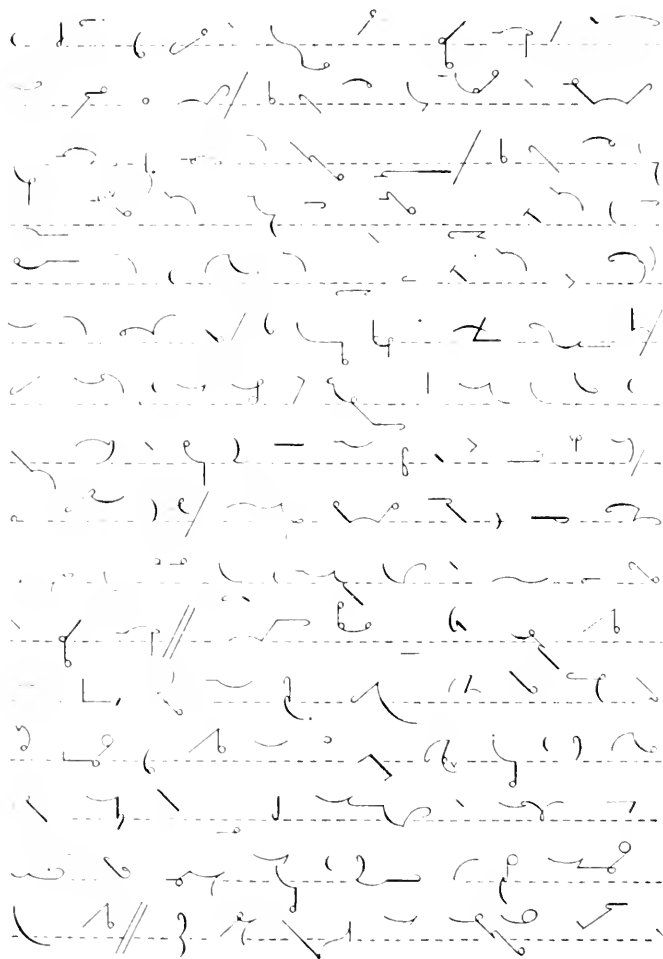
 May it please the Court.

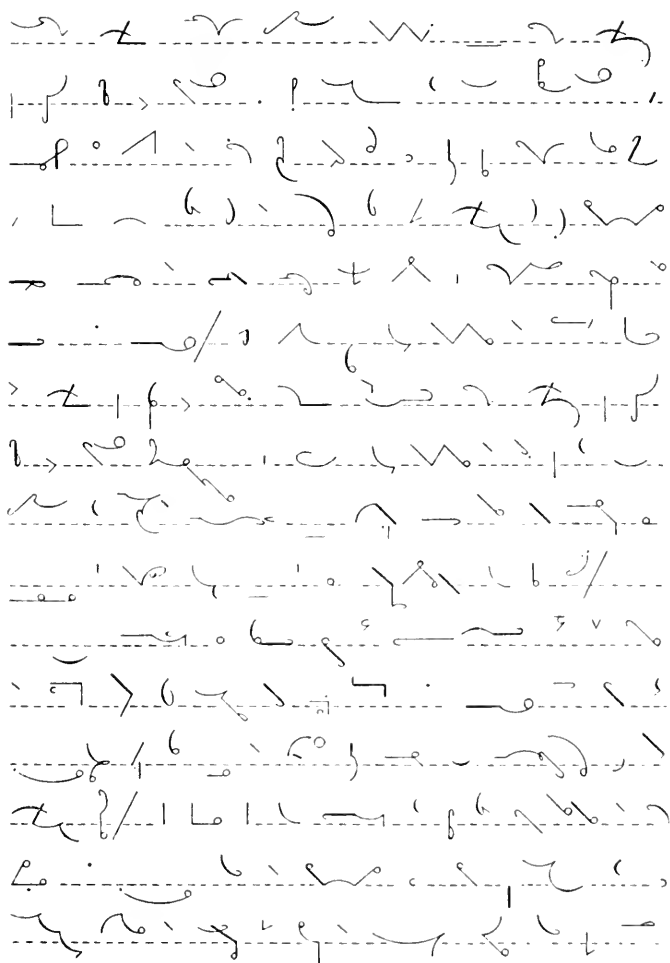












Handwriting practice sheet for cursive script. The sheet contains 15 rows of tracing exercises on a three-line grid. Each row features a continuous cursive pattern, often starting with a number (1-15) and ending with a diagonal slash (/). The patterns are designed to be traced to learn the fluid, connected strokes of the cursive alphabet.

PRESIDENT WILSON'S NOTE TO GERMANY

[NOTE.—The following historical document, perhaps the most important in American history since the Civil War, was originally written in Graham shorthand by President Wilson. *The New York Times* in commenting on this fact says: "The shorthand characters of the President filled six pages of ordinary note-paper. After he had set down the communication in this way the President transcribed it on his own typewriter. As far as known, no official or clerk of the White House had any part in the transcription of the document until after it had been presented to the members of the Cabinet."]

DEPARTMENT OF STATE

WASHINGTON, May 13, 1915.

THE SECRETARY OF STATE TO THE  
AMERICAN AMBASSADOR AT BERLIN:

Please call on the Minister of Foreign Affairs and after reading to him this communication leave with him a copy.

In view of recent acts of the German authorities in violation of American rights on the high seas, which culminated in the torpedoing and sinking of the British steamship *Lusitania* on May 7, 1915, by which over 100 American citizens lost their lives, it is clearly wise and desirable that the Government of the United States and the Imperial German Government should come to a clear and full understanding as to the grave situation which has resulted.

The sinking of the British passenger steamer *Falaba* by a German submarine on March 28, through which Leon C. Thrasher, an American citizen, was drowned; the attack on April 28 on the American vessel *Cushing* by a German aeroplane; the torpedoing on May 1 of the American vessel *Gulflight* by a German submarine, as a result of which two or more American citizens met their death; and, finally, the torpedoing and sinking of the steamship *Lusitania*, constitute a series of events which the Government of the United States has observed with growing concern, distress, and amazement.

Recalling the humane and enlightened attitude hitherto assumed by the Imperial German Government in matters of international right, and particularly with regard to the freedom of the seas; having learned to recognize the German views and the German influence in the field of international obligation as always engaged upon the side of justice and humanity; and having understood the instructions of the Imperial German Government to its naval

commanders to be upon the same plane of humane action prescribed by the naval codes of other nations, the Government of the United States was loath to believe—it can not now bring itself to believe—that these acts, so absolutely contrary to the rules, the practices, and the spirit of modern warfare, could have the countenance or sanction of that great Government. It feels it to be its duty, therefore, to address the Imperial German Government concerning them with the utmost frankness and in the earnest hope that it is not mistaken in expecting action on the part of the Imperial German Government, which will correct the unfortunate impressions which have been created, and vindicate once more the position of that Government with regard to the sacred freedom of the seas.

The Government of the United States has been apprised that the Imperial German Government considered themselves to be obliged by the extraordinary circumstances of the present war and the measures adopted by their adversaries in seeking to cut Germany off from all commerce, to adopt methods of retaliation which go much beyond the ordinary methods of warfare at sea, in the proclamation of a war zone from which they have warned neutral ships to keep away. This Government has already taken occasion to inform the Imperial German Government that it cannot admit the adoption of such measures or such a warning of danger to operate as in any degree an abbreviation of the rights of American shipmasters or of American citizens bound on lawful errands as passengers on merchant ships of belligerent nationality, and that it must hold the Imperial German Government to a strict accountability for any infringement of those rights, intentional or incidental. It does not understand the Imperial German Government to question those rights. It assumes, on the contrary, that the Imperial Government accept, as of course, the rule that the lives of non-combatants, whether they be of neutral citizenship or citizens of one of the nations at war, cannot lawfully or rightfully be put in jeopardy by the capture or destruction of an unarmed merchantman, and recognize also, as all other nations do, the obligation to take the usual precaution of visit and search to ascertain whether a suspected merchantman is in fact of belligerent nationality or is in fact carrying contraband of war under a neutral flag.

The Government of the United States, therefore, desires to call

the attention of the Imperial German Government with the utmost earnestness to the fact that the objection to their present method of attack against the trade of their enemies lies in the practical impossibility of employing submarines in the destruction of commerce without disregarding those rules of fairness, reason, justice, and humanity which all modern opinion regards as imperative. It is practically impossible for the officers of a submarine to visit a merchantman at sea and examine her papers and cargo. It is practically impossible for them to make a prize of her; and, if they cannot put a prize crew on board of her, they cannot sink her without leaving her crew and all on board of her to the mercy of the sea in her small boats. These facts it is understood the Imperial German Government frankly admit. We are informed that in the instances of which we have spoken time enough for even that poor measure of safety was not given, and in at least two of the cases cited not so much as a warning was received. Manifestly, submarines cannot be used against merchantmen, as the last few weeks have shown, without an inevitable violation of many sacred principles of justice and humanity.

American citizens act within their indisputable rights in taking their ships and in traveling wherever their legitimate business calls them upon the high seas, and exercise those rights in what should be the well-justified confidence that their lives will not be endangered by acts done in clear violation of universally acknowledged international obligations, and certainly in the confidence that their own Government will sustain them in the exercise of their rights.

There was recently published in the newspapers of the United States, I regret to inform the Imperial German Government, a formal warning, purporting to come from the Imperial German Embassy at Washington, addressed to the people of the United States, and stating, in effect, that any citizen of the United States who exercised his right of free travel upon the seas would do so at his peril if his journey should take him within the zone of waters within which the Imperial German Navy was using submarines against the commerce of Great Britain and France, notwithstanding the respectful but very earnest protest of his Government, the Government of the United States. I do not refer to this for the purpose of calling the attention of the Imperial German Government

at this time to the surprising irregularity of a communication from the Imperial German Embassy at Washington addressed to the people of the United States through the newspapers, but only for the purpose of pointing out that no warning that an unlawful and inhumane act will be committed can possibly be accepted as an excuse or palliation for that act or as an abatement of the responsibility for its commission.

Long acquainted as this Government has been with the character of the Imperial Government, and with the high principles of equity by which they have in the past been actuated and guided, the Government of the United States cannot believe that the commanders of the vessels which committed these acts of lawlessness did so except under a misapprehension of the orders issued by the Imperial German naval authorities. It takes it for granted that, at least within the practical possibilities of every such case, the commanders even of submarines were expected to do nothing that would involve the lives of noncombatants or the safety of neutral ships, even at the cost of failing of their object of capture or destruction. It confidently expects, therefore, that the Imperial German Government will disavow the acts of which the Government of the United States complains; that they will make reparation so far as reparation is possible for injuries which are without measure, and that they will take immediate steps to prevent the recurrence of anything so obviously subversive of the principles of warfare for which the Imperial German Government have in the past so wisely and so firmly contended.

The Government and people of the United States look to the Imperial German Government for just, prompt, and enlightened action in this vital matter with the greater confidence, because the United States and Germany are bound together not only by special ties of friendship, but also by the explicit stipulations of the Treaty of 1828, between the United States and the Kingdom of Prussia.

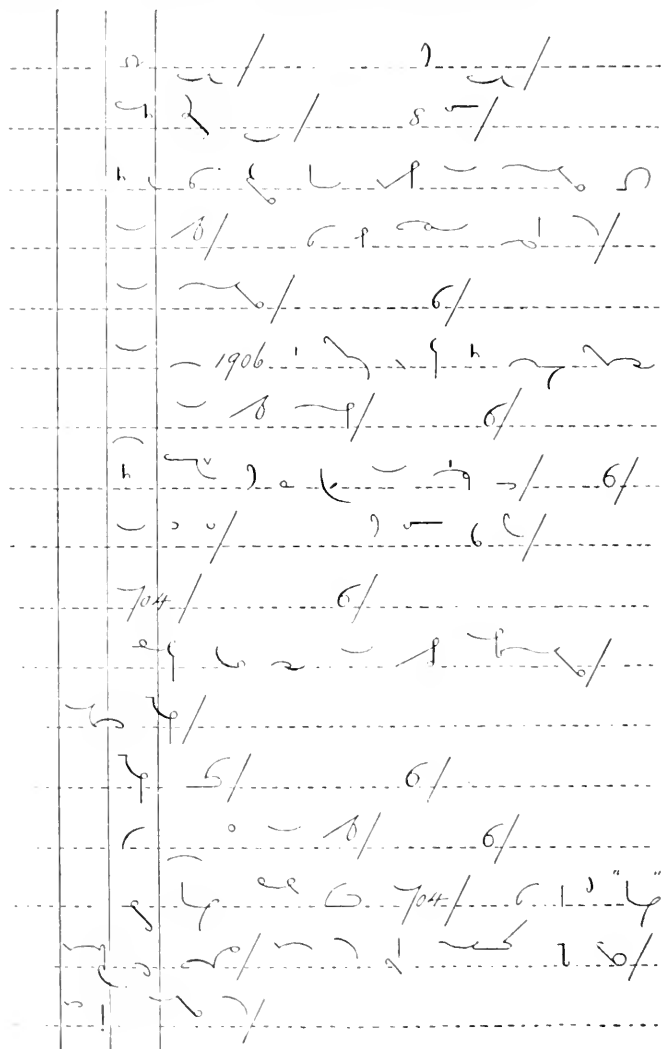
Expressions of regret and offers of reparation in case of the destruction of neutral ships sunk by mistake, while they may satisfy international obligations, if no loss of life results, cannot justify or excuse a practice the natural and necessary effect of which is to subject neutral nations and neutral persons to new and immeasurable risks.

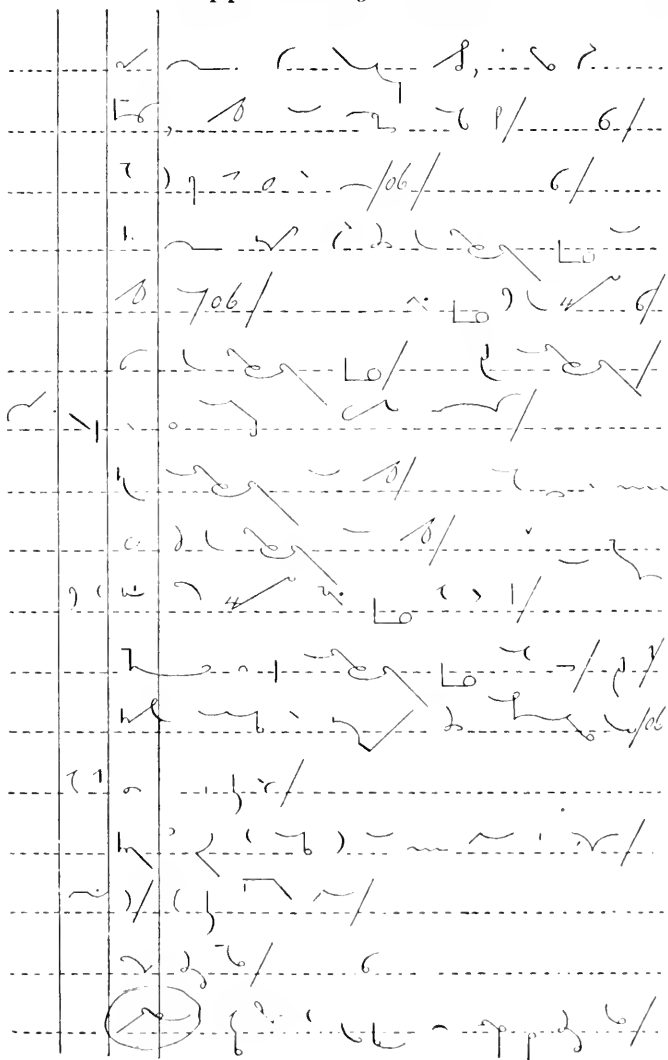
The Imperial German Government will not expect the Government of the United States to omit any word or any act necessary to the performance of its sacred duty of maintaining the rights of the United States and its citizens and of safeguarding their free exercise and enjoyment.

BRYAN.











TRANSCRIPT

STATE OF MINNESOTA  
COUNTY OF HENNEPIN

District Court  
Fourth Judicial District

STATE OF MINNESOTA  
vs.  
G. W. VAN DUSEN }

The above entitled action came on for trial before Hon. Frank C. Brooks, one of the judges of said court, at the November, 1907, general term thereof, Wm. C. Leary, Assistant County Attorney, appearing in behalf of the State, and Messrs. Mead & Robertson in behalf of the defendant.

Mr. Leary. I want to introduce in evidence, may it please the Court, the citation in the case of the State of Minnesota against G. W. Van Dusen. The State rests.

G. W. Van Dusen, sworn in his own behalf.

By Mr. Robertson.

Q What is your name? A G. W. Van Dusen.

Q Where do you reside? A At Rochester, Minnesota.

Q How long have you resided at Rochester? A About 27 years.

Q Did you maintain a home, at any time, in Minneapolis, at the same time you maintained your home in Rochester? A Yes, sir.

Q Where was your home in Minneapolis? A 1900 Vine.

Q You built that residence yourself? A Yes, sir.

Q And you were the owner of it? A I was the owner of it.

Q When did you cease to be the owner? A Eight years ago.

Q Did you, after selling that place, continue to reside in Minneapolis and also in Rochester? A Well, I stayed with my son most of the time, here.

Q In Minneapolis? A Yes.

Q In May, 1906, or prior to that time, did you make your permanent home in Rochester, Minnesota? A Yes, sir.

Q Did you qualify there as a voter, in Olmsted county? A Yes, sir.

Q In what year? A Three years ago this fall.

Q In 1904? A Yes, sir.

Q And since that time have you maintained any residence in the city of Minneapolis? A Nothing more than a visit.

Q A visit occasionally? A Yes, sir.

Q Your home is in Rochester? A Yes, sir.

Q And has been continuously since the election in 1904? A Well, it isn't "continuously;" I am traveling around more or less. I am here part of the time, and in California and different places. I am not doing any business here.

Q You are making your bona fide residence, the place of your domicile, Rochester, in Olmsted county, in this State? A Yes, sir.

Q And that was true on the 1st of May, 1906? A Yes.

Q Did you make a return of your assessment for personal property taxes, in Rochester, in 1906? A I paid taxes there for 40 years; yes.

Q Well, for personal property taxes? A I didn't have any personal property.

Mr. Leary. Objected to as incompetent, irrelevant and immaterial.

Q Did you have any personal property in Rochester? A Nothing to amount to—

Q Were you assessed for personal property in Rochester? A I own a farm there that I have owned over 40 years, and I have paid taxes on that all the time.

Q And do you know whether or not you had any personal property taxes in that county? A I don't think I did.

Q Did you receive any notice of an arbitrary assessment, in the city of Minneapolis, for the year 1906? A I think I did, sometime, but it was old.

Q Do you remember what shape that notice was in—written or oral? A I couldn't say. I think it was copy written.

Q From the Assessor's Office? A Yes.

Mr. Robertson. I think it is stipulated that Mr. Van Dusen made a protest to the City Assessor's Office.

Mr. Leary. I think that would be immaterial anyway.

Q You had no residence in the city of Minneapolis, on May 1, 1906? A Nothing except with my son.

Q You would visit back and forth? A Yes.

Q But your home was in Rochester? A Yes, sir.

Mr. Robertson. We offer in evidence, of the records of the Auditor's office, assessment list of property of G. W. Van Dusen, in the 4th ward, being line 19 on page 179 of the personal property assessment book.

Received without objection.

*Cross-examination by Mr. Leary.*





































Q Did you say that you had paid for the year 1906 any personal property tax at Rochester? A I said no.


Q That you had not? A So far as I remember, I only paid—Yes I did, too. I have stock and one thing and another, but not any personal property anywhere.


Q Well, the question that I ask you is this, whether or not you had paid any personal property taxes in Rochester for the year 1906? A Well, I should want to correct my statement. I did pay on personal property there.


WORDS OF SIMILAR CONSONANTS DISTINGUISHED BY  
DIFFERENCE OF OUTLINE, POSITION  
OR VOCALIZATION.


P.


|   |   |
|---|---|
|  Pee <sup>1</sup> -Tee, piety                    |  Peeshon <sup>3</sup> -Tee, passion-<br>ate-ly-ness  |
|  Pee <sup>2</sup> -Tee, pity                     |  Peeshont <sup>2</sup> , patient                     |
|  Pee <sup>3</sup> -Ray, power                    |  Spee <sup>2</sup> -Ret, support                     |
|  Pee <sup>2</sup> -Ray, pure                     |  Spee <sup>2</sup> -Ret (vocalized),<br>sport        |
|  Pee <sup>3</sup> -Ar, poor                      |  Spret <sup>2</sup> , separate                       |
|  Pee <sup>2</sup> -Rays-Kayshon,<br>persecution  |  Per <sup>1</sup> -Pee, property                     |
|  Pers <sup>3</sup> -Kayshon,<br>prosecution      |  Per <sup>1</sup> , proper, propriety                |
|  Pers <sup>1</sup> -Kayshon, pre-<br>scription  |  Per <sup>2</sup> -Pret, appropriate-<br>d-ness      |
|  Pers <sup>2</sup> -Kayshon, pro-<br>scription |  Per <sup>2</sup> -Pee-Ray, prepare                  |
|  Pee <sup>1</sup> -Rayshon, apparition         |  Per <sup>2</sup> -Peeshon, propor-<br>tion-ed      |
|  Pee <sup>2</sup> -Rayshon, portion            |  Per <sup>2</sup> -Pee-Red, prepared               |
|  Pee <sup>3</sup> -Rayshon, apportion          |  Pee <sup>2</sup> -Ray-Pee-Ret,<br>purport-ed      |
|  Pershon <sup>1</sup> , perfection             |  Per <sup>1</sup> -Pees, properties                |
|  Pershon <sup>2</sup> , operation              |  Per <sup>2</sup> -Pees, perhaps, pro-<br>pose     |
|  Pershon <sup>3</sup> , oppression             |  Pec <sup>2</sup> -Ray-Pees, purpose               |
|  Pee <sup>2</sup> -Ret-En, pertain             |  Per <sup>3</sup> -Ket, practicable-<br>ness-ility |
|  Pee <sup>3</sup> -Ret-En, appertain           |  Per <sup>3</sup> , practice-cal-ly                |
|   |  Perst <sup>3</sup> , practiced                    |
|   |  Per <sup>1</sup> -Ems, promise                    |

 Per²-Ems, prem'ise,  
premise


 Per¹-Men, prominent-ee


 Per²-Men-Ent, per-  
manent


 Per¹-Met, prompt-ed


 Per²-Met, permit-ted


 Per³-Met, promote-ed


 Per²-Emshon, permission


 Per²-Emshon, promotion


 Pers¹-Pec, prospect-ed


 Pers²-Pret, prosperity


 Pers¹-Dec, precede


 Pers²-Dec, proceed, per-  
suade


 Pec²-Rays-Dec, pursued


 Pers¹-Ket, prosecute-d


 Pec²-Rays-Ket, perse-  
cute-d


 Perf¹, perfect


 Perf¹-Ket, perfected


 Pref²-Ket, provoked


 Pret¹-Kayshon, predic-  
tion


 Pret²-Kayshon, protec-  
tion, predication


 Per²-Deeshon, production

 Pred¹-Ket, predict-ed


 Pred²-Ket, predicate-d,  
protect-ed


 Per²-Dec, product


 Prets¹-Tent, protestant


 Preds²-Tent, predestined


## B


 Bec²-Kay, become


 Bec³-Kay, to become


 Bec²-Ray-Ith, birth


 Ber²-Ith, breath


 Bec¹-En-Ef, beneficial-  
ly


 Bec²-En-Fet, benefit-  
ted


 Ben²-Ef, beneficent-ee


 Bec²-En-Vee, benevo-  
lent-ee


 Bec³-En-Ef, benefactor


 Bec²-Ing, being


 Bec³-Ing, bank


 Bees¹, business

 Bees²-Ens, baseness


 Bees³-Ens, absence


 Bec²-Let, belt


 Belt² (vocalized), bolt

 Bec²-Ard, bored




 Bred², board

 Bret¹ (vocalized), bright

















 Bred¹ (vocalized), broad

 Sbees²-Tec, substantial-  
ly






























[]---Sbees<sup>2</sup>-Ten-Isht, substan-  
tiate-d  
[]---Ben<sup>2</sup>-Dend, abandoned  
[]---Bend<sup>2</sup>, abundant-ee

















T

[]---Tee<sup>2</sup>-Ment, atonement  
[]---Tee<sup>3</sup>-Ment, attainment  
[]---Tee<sup>3</sup>-Layst, at last  
[]---Telst<sup>3</sup>, at least  
[]---Tee<sup>2</sup>-Ren, turn  
[]---Tren<sup>2</sup>, train  
[]---Tee<sup>2</sup>-En-Bel, tenable  
[]---Ten<sup>3</sup>-Bee, attainable  
[]---Tee<sup>2</sup>-Ray-Bel, terrible  
[]---Ter<sup>2</sup>-Bel, trouble  
[]---Sted<sup>2</sup>, staid  
[]---Steh-Dec<sup>2</sup>, steady  
[]---Ter<sup>2</sup>-Ter, traitor  
[]---Tred<sup>2</sup>-Ar, trader  
[]---Ters<sup>2</sup>-Ef, transfer-red  
[]---Ters<sup>2</sup>-Fer, transform-ed





D

[]---Dec<sup>1</sup>-Pet, adopt  
[]---Dec<sup>3</sup>-Pet, adapt  
[]---Dec<sup>1</sup>-Ter, daughter  
[]---Det<sup>1</sup>-Ar, auditor



[]---Det<sup>2</sup>-Ar, debtor  
[]---Det<sup>3</sup>-Ar, doubter  
[]---Dee<sup>2</sup>-Ter, editor, deter  
[]---Dee<sup>3</sup>-Ter, detract-ed  
[]---Dee<sup>2</sup>-Tred, deterred  
[]---Dee<sup>2</sup>-Layshon, adulation  
[]---Delshon<sup>3</sup>, delusion,  
dilution  
[]---Dees<sup>2</sup>-Layshon, desola-  
tion  
[]---Dees<sup>2</sup>-Elshon, dissolu-  
tion  
[]---Dees<sup>2</sup>-Let, desolate  
[]---Dees<sup>2</sup>-Elt, dissolute  
[]---Dee<sup>2</sup>-Let, adult  
[]---Dlet<sup>1</sup>, delight-ed  
[]---Dlet<sup>3</sup>, dilute-d, delude-  
d  
[]---Def<sup>2</sup>, defence, differ-ed  
different-ence  
[]---Def<sup>3</sup>, advance-d  
[]---Dee<sup>2</sup>-Rayshon, ador-  
ation  
[]---Dershon<sup>1</sup>, derision  
[]---Dershon<sup>2</sup>, direction  
[]---Dershon<sup>3</sup>, duration  
[]---Dees<sup>1</sup>-Pent, disappoint-  
ed-ment  
[]---Dees<sup>2</sup>-Pend, despond-  
ed-ent-ency  
[]---Deester<sup>2</sup>-Bet, distribute  
-d  
[]---Dees<sup>2</sup>-Ter-Bee, disturb



|   |  |
|---|--|
|  | Dec²-Iss-Ter, administer                       |
|  | Dees²-Tershon, destruction                     |
|  | Dees³-Tershon, distraction                     |
|  | Dec³-Iss-Tershen, administration               |
|  | Dees²-Tref, destructive                        |
|  | Dees³-Tref, distractive                        |
|  | Dec³-Iss-Tertiv, administrative                |
|  | Dees¹-Tee-Rayshon, distortion                  |
|  | Dees²-Teeshon, destitution                     |
|  | Dees³-Teeshon, dissatisfaction                 |
|  | Dees¹-Es, decease; <i>deceased</i> , Dees¹-Est |
|  | Deeses¹, disease-d                             |
|  | Dec¹-Vees, advice                              |
|  | Def¹-Es, device                                |
|  | Dec¹-Vees, advise                              |
|  | Def¹-Zee, devise                               |

## CH















|   |                       |
|---|-----------------------|
|  | Chay²-Bel, changeable |
|  | Chay³-Bel, chargeable |
|  | Chay²-Jer, changer    |
|  | Chay³-Jer, charger    |




## J

|   |                 |
|---|-----------------|
|  | Jay¹-Ent, giant |
|  | Jay²-Ent, agent |





|   |                     |
|---|---------------------|
|  | Jent², gentleman    |
|  | Jay²-Ent-El, gentle |

## K

















|  |                              |
|--|------------------------------|
|   | Kay-Pee¹ (vocalized), copy   |
|   | Kay-Pee¹ (vocalized), occupy |
|   | Kays-Dec¹, caused            |
|   | Kayst¹, cost                 |
|   | Kay¹-El, commonly            |
|   | Kay¹-Lay, common law         |
|   | Kay-Layshon¹, coalition      |
|   | Kay-Layshon³, collusion      |
|   | Kelshon¹, collision          |
|   | Kelshon³, conclusion         |
|   | Kay²-Mer, commercially       |
|   | Kay²-Mers, commercée         |
|   | Ker¹-Dens, credence          |
|  | Kred¹, accord-ance           |

|   |                        |
|---|------------------------|
|  | Kays-Pret², expert     |
|  | Kays-Pee²-Ret, export  |
|  | Kays-Pee¹-Ard, expired |



## G

|   |                       |
|---|-----------------------|
|  | Gay-Dec¹, guide       |
|  | Ged¹, God             |
|  | Gret-Lay², greatly    |
|  | Gred-Lay³, gradual-ly |




F




|   |                                      |
|---|--------------------------------------|
|    | Ef <sup>2</sup> -Kay, effect-ed      |
|    | Ef <sup>3</sup> , affect-ed          |
|    | Ef <sup>1</sup> -Ishs, officious-ly  |
|    | Ef <sup>2</sup> -Shay, efficient-ly  |
|    | Ef <sup>3</sup> -Ar-Em, farm         |
|    | Fer <sup>2</sup> -Em, firm           |
|    | Fer <sup>1</sup> , form-ed           |
|    | Fer <sup>2</sup> , from              |
|    | Ef <sup>2</sup> -Vert, favorite      |
|    | Ver <sup>3</sup> , favor-ed          |
|    | Efs <sup>2</sup> -Kel, physical-ly   |
|    | Efs <sup>2</sup> -Kay-El, fiscal     |
|    | Ef <sup>1</sup> -Nel, final-ly       |
|    | Fen <sup>1</sup> -Lay, finely        |
|  | Vee <sup>2</sup> -Lay-Bel, available |
|  | Vel <sup>3</sup> -Bel, valuable      |

TH





















|   |                                 |
|---|---------------------------------|
|  | Ith <sup>2</sup> -Ray, thorough |
|  | Ther <sup>2</sup> , through     |

S






















|   |                                   |
|---|-----------------------------------|
|  | Es <sup>1</sup> -En, assignee     |
|  | Esen <sup>1</sup> , assign        |
|  | Es <sup>1</sup> -Ment, assignment |

|   |                               |
|---|-------------------------------|
|  | Esend <sup>1</sup> , assigned |
|  | Es <sup>2</sup> -End, ascend  |
|  | Esent <sup>2</sup> , assent   |







































L

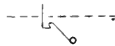

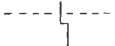

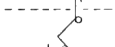

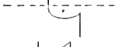
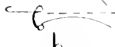
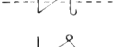
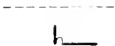
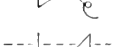

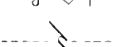
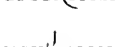
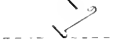
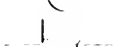
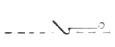
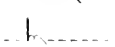

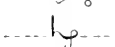
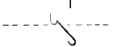

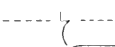

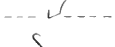

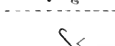



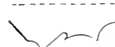





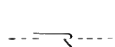





|   |   |
|---|---|
|    | Lay <sup>2</sup> -Bred, labored           |
|    | El <sup>3</sup> -Bred, elaborate-d        |
|    | Lay <sup>1</sup> -Brel, liberal-ly        |
|    | El <sup>1</sup> -Brel, illiberal-ly       |
|    | Lay <sup>1</sup> -Jay-Kel, logical-ly     |
|    | El <sup>1</sup> -Jay-Kel, illogical-ly    |
|    | El <sup>2</sup> -Kay, electric            |
|    | El <sup>2</sup> -Kay-Kel, electrical-ly   |
|    | El <sup>2</sup> -Kayters-Tee, electricity |
|    | Lay <sup>1</sup> -Kay, like-d             |
|    | El <sup>1</sup> -Kay, alike               |
|   | Lay <sup>1</sup> -Kel, likely             |
|  | Lay <sup>2</sup> -Kel, local-ly           |
|  | Lay <sup>2</sup> -Kay-Lay, luckily        |
|  | El <sup>2</sup> -Kay-El, alcohol          |
|  | El <sup>2</sup> -Kel, alkali              |
|  | Lay <sup>1</sup> -Gel, legal-ly           |
|  | El <sup>1</sup> -Gel, illegal-ly          |
|  | Lay <sup>1</sup> -Em, lime                |
|  | El <sup>3</sup> -Em, alum                 |













































|  |  |
|--|--|
|  En-Ef <sup>2</sup> , infer-red, infer-<br>ence |  En-Emp <sup>2</sup> , unimproved           |
|  En-Ef <sup>2</sup> -Kay, in effect             |  End <sup>1</sup> -Kayshon, indica-<br>tion |
|  En-Ef <sup>3</sup> , unaffected                | (see <i>Indicate</i> , following)  |
|  En-Fer <sup>1</sup> , inform-ed                |  End <sup>2</sup> -Kayshon, induc-<br>tion  |
|  En-Fer <sup>2</sup> -Em, infirm                |  End-Ted <sup>1</sup> , indicted            |
|  En-Fer <sup>3</sup> , uniform-ly-ity           |  End-Ted <sup>2</sup> , indebted            |
|  En-Ven <sup>1</sup> -Ens, inconven-<br>ience   |  End-Ted <sup>3</sup> , undoubted           |
|  En-Ven <sup>2</sup> , invention                |  End <sup>1</sup> -Ket, indicate-d          |
|  En-Ved <sup>1</sup> -Bel, unavail-<br>able     |  End <sup>2</sup> -Ket, induct-ed           |
|  En-Vet <sup>2</sup> -Bel, inevitable           |  End <sup>2</sup> -Els, endless             |
|  En-Emp <sup>1</sup> , unimportant-<br>ce       |  End-Els <sup>1</sup> , needless            |






































## LIST OF COMMON BUSINESS PHRASES











































|   |                         |   |                      |
|---|-------------------------|---|----------------------|
|    | a connection            |    | and would be         |
|    | a part of it            |    | any more than        |
|    | about the way           |    | any one              |
|    | above all               |    | anywhere else        |
|    | above it                |    | as far as possible   |
|    | above their             |    | as fast as possible  |
|    | according to your       |    | as follows           |
|    | again referring         |    | as good as           |
|    | all of which            |    | as heavy as possible |
|    | all such matters        |    | as it is possible    |
|   | allow you credit        |   | as it is understood  |
|  | almost impossible       |  | as long as there is  |
|  | also received           |  | as near as possible  |
|  | and be willing          |  | as soon as you can   |
|  | and contents noted      |  | as we do             |
|  | and have his reply      |  | as well as possible  |
|  | and note contents       |  | as you are           |
|  | and of the              |  | as you may           |
|  | and will have the goods |  | as you will see      |














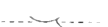

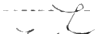

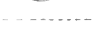
























|  |                       |   |                         |
|--|-----------------------|---|-------------------------|
|    | at a price            |    | cannot do so            |
|    | at a time             |    | cannot see the          |
|    | at all such points    |    | cast iron pipe          |
|    | at any time           |    | close this matter       |
|    | at the rate of        |    | did you give            |
|    | at the rate specified |    | did you go              |
|    | at the same rate      |    | did you have            |
|    | be able               |    | do not have             |
|    | before it arrives     |    | do you know that        |
|    | before it comes       |    | do you promise          |
|    | before that time      |    | do you understand       |
|   | but have been         |    | duly received           |
|  | but I think           |  | enable you (to) receive |
|  | but should like       |  | enclosed find           |
|  | by all means          |  | enclose-d herewith      |
|  | by all of the         |  | enclose-d letter        |
|  | by reason of his      |  | every one               |
|  | by return mail        |  | every one of its        |
|  | by your order         |  | every one of their      |
|  | call your attention   |  | every other             |
|  | can be made           |  | first of next week      |






















|   |                           |   |                          |
|---|---------------------------|---|--------------------------|
|    | for cash                  |    | has been received        |
|    | for collection            |    | has he been              |
|    | for delivery              |    | has he made              |
|    | for example               |    | has he told              |
|    | for the amount            |    | has it been              |
|    | for (the) interest        |    | has long been            |
|    | freight tariff            |    | have been requested      |
|    | from the inclosed list    |    | have not been            |
|    | give you credit           |    | have not received        |
|    | go away                   |    | he believes              |
|    | go there                  |    | he can                   |
|    | go through                |    | he cannot                |
|   | good deal of money        |   | he understands           |
|  | good as could be expected |  | he wants to be           |
|  | got the order             |  | he will be glad          |
|  | great advantage           |  | he would be willing      |
|  | great difference          |  | he would not have been   |
|  | had he been               |  | House of Representatives |
|  | has been done             |  | how can                  |
|  | has been made             |  | how have you been        |
|  | has been paid             |  | how long                 |
























|   |                               |   |                            |
|---|-------------------------------|---|----------------------------|
|    | I acknowledge                 |    | in a spirit                |
|    | I am in receipt of your favor |    | in a way                   |
|    | I beg leave to say            |    | in a word                  |
|    | I have your letter            |    | in accordance (with) the   |
|    | I hope we can                 |    | in addition                |
|    | I may as well                 |    | in advance                 |
|    | I presume                     |    | in all circumstances       |
|    | I should be                   |    | in all particulars         |
|    | I should have been            |    | in all parts               |
|    | I wish to state               |    | in appearance              |
|    | I would ask                   |    | in approval                |
|    | I would have been             |    | inasmuch as                |
|   | if it has been                |   | in compliance              |
|  | if it seems                   |  | in conclusion              |
|  | if there (their, or they are) |  | in connection (with) the   |
|  | if there has been             |  | in (the, or an) experience |
|  | if we can be sure             |  | in his discretion          |
|  | if possible                   |  | in his line                |
|  | it will be satisfactory       |  | in his operation           |
|   | in a business-like manner     |  | in his position            |
|  | in a sample                   |  | in his possession          |

|   |                             |   |                          |
|---|-----------------------------|---|--------------------------|
|    | in most particulars         |    | is it possible           |
|    | in most parts               |    | is it understood that    |
|    | in order to advance         |    | it is a well known fact  |
|    | in order to perfect         |    | it is apt to be          |
|    | in order to prove           |    | it is important          |
|    | in our house                |    | it is therefore          |
|    | in recent                   |    | it is well known         |
|    | in recommending             |    | it would be likely       |
|    | in recompense               |    | just alike               |
|    | in reconciling              |    | just another             |
|    | in reconsidering            |    | just as fast             |
|    | in recording                |    | just as fast as possible |
|  | in reference                |  | just as good             |
|  | in regard to which          |  | just as well             |
|  | in relation to which        |  | just before              |
|  | in respect to (or of) which |  | just done                |
|  | in return                   |  | just received            |
|  | in separate                 |  | know you do              |
|  | in skill                    |  | large sizes              |
|  | in so far as                |  | larger than              |
|  | is it not probable          |  | largest and best         |

|   |                         |   |                           |
|---|-------------------------|---|---------------------------|
|    | latest fashion          |    | no expectation            |
|    | less than               |    | no expense                |
|    | let as many as possible |    | no favor                  |
|    | let us alone            |    | no intention              |
|    | list price              |    | no longer                 |
|    | made us understand      |    | no necessity              |
|    | majority of cases       |    | no people                 |
|    | matter of fact          |    | no such thing             |
|    | may be worth while      |    | not only                  |
|    | may not be correct      |    | of almost                 |
|    | more durable            |    | of all particulars        |
|    | more than usual         |    | of all parts              |
|    | most always             |    | of all sorts              |
|   | much larger             |   | of course                 |
|  | much less than          |  | of course they are not    |
|  | much more than          |  | of course they have       |
|  | must also               |  | of course they will not   |
|  | must not                |  | on account of being       |
|  | next day                |  | on account of having been |
|  | next question           |  | on all accounts           |
|  | next week               |  | on all sides              |

 ----- on all sorts  
 ----- on any account  
 ----- on either side  
 ----- on having  
 ----- on her own  
 ----- on high  
 ----- on his  
 ----- on his account  
 ----- on his hands  
 ----- on his house  
 ----- on his own part  
 ----- on his part  
 ----- on his way  
 ----- on its account  
 ----- on one side  
 ----- on our being  
 ----- on our having  
 ----- on our own  
 ----- on referring  
 ----- on remembering  
 ----- on returning

 ----- on sale  
 ----- on the contrary side  
 ----- on the face of it  
 ----- on trial  
 ----- on what I said  
 ----- on your account  
 ----- one hundred dollars  
 ----- one hundred thousand dollars  
 ----- one of the best places  
 ----- one part of it  
 ----- only chance  
 ----- only known  
 ----- only now and then  
 ----- only you  
 ----- parcel post  
 ----- pay roll  
 ----- per annum  
 ----- per barrel, per bushel  
 ----- per day, per diem  
 ----- per hour, per minute  
 ----- per hundred pounds

per your letter  
personal expense  
please acknowledge

pretty clear

pretty full

pretty plainly

pretty well

rather better than

rather doubtful

rather have

rather expect

rather less than

rather more than

real estate

Secretary of State

Secretary of the Treasury

so as to be sure

so much

so well known

telephone the order

to be favored

unless it is

unless there (their, or they are)

we are sorry to say

we are in receipt of your letter

we can take care of

we call your attention

we expect-ed

where it is possible

where there has been

where they are interested

whether he can

within a few days

within the time

with whom you are connected

won't attempt

you said you left there

you should anticipate your wants

you should expect

you were interested

you were told

you will therefore

## ALPHABETIC LIST OF WORD-SIGNS AND CONTRACTIONS

|  |  |
|--|--|
| A, a dot on the line or a light tick joined            | and our own, Krentoid <sup>2</sup>           |
| able, Bel <sup>2</sup>                                 | another, Enter <sup>2</sup>                  |
| ably, Bel <sup>2</sup>                                 | any En <sup>1</sup>                          |
| able to have, Blef <sup>2</sup>                        | anything, En <sup>1</sup> -Ing               |
| about, Bet <sup>3</sup> (below and free from the line) | appear, Per <sup>1</sup>                     |
| above, Bee <sup>2</sup> -Vee                           | appearance, Prens <sup>1</sup>               |
| according-ly, Kred <sup>1</sup>                        | appearances, Prens <sup>1</sup> <sup>s</sup> |
| account, Kent <sup>2</sup>                             | appeared, Pred <sup>1</sup>                  |
| acknowledge, Kay-Jay <sup>2</sup>                      | appliance, Plens <sup>3</sup>                |
| acknowledged, Kay-Jed <sup>1</sup>                     | applicability, Pel <sup>3</sup> -Kay         |
| addition-al, Deeshon <sup>3</sup>                      | applicable, Pel <sup>3</sup> -Kay            |
| administer, Dees <sup>3</sup> -Ter                     | applicant, Plent <sup>3</sup>                |
| administered, Dees <sup>3</sup> -Tred                  | application, Pelshon <sup>3</sup>            |
| advance-d, Def <sup>3</sup>                            | applied, Pled <sup>3</sup>                   |
| advancement, Dees <sup>3</sup> -Ment                   | apply, Pel <sup>3</sup>                      |
| advantage, Jay <sup>2</sup>                            | apprehend-ed, Prend <sup>3</sup>             |
| advertise-d-ment, Dee <sup>3</sup>                     | apprehension-sive, Pren <sup>3</sup>         |
| after, Eft <sup>2</sup>                                | approve-al, Pref <sup>3</sup>                |
| afterward, Eft <sup>2</sup> -Werd                      | approved, Preft <sup>3</sup>                 |
| again, Gen <sup>2</sup>                                | are, A. <sup>2</sup>                         |
| all, Bedoid <sup>1</sup>                               | are not, Arnt <sup>2</sup>                   |
| all have, Beftoid <sup>1</sup>                         | as, Iss <sup>2</sup>                         |
| all our, Bredoid <sup>1</sup>                          | as a-n, Iss <sup>2</sup> -Ketoid             |
| all our own, Brentoid <sup>1</sup>                     | as he, Iss-Chatoid <sup>2</sup>              |
| alone, Len <sup>2</sup>                                | as has, as his, as is, Ses <sup>2</sup>      |
| along, Ing <sup>3</sup>                                | as it, Zet <sup>2</sup>                      |
| already, Dedoid <sup>1</sup>                           | as not, Sent <sup>2</sup>                    |
| am, Em <sup>2</sup>                                    | as soon as, Ses-Ens <sup>2</sup>             |
| am not, Ment <sup>2</sup>                              | as the, Iss <sup>2</sup> -Chatoid            |
| an, same as for a                                      | assignment, Es <sup>1</sup> -Ment            |
| and, same as for a                                     | astonish-ed, Est <sup>1</sup>                |
| and a, Ketoid <sup>2</sup> -Tetoid                     | astonishment, Est <sup>1</sup>               |
| and but, Ketoid-Tetoid <sup>2</sup>                    | as well as, Iss <sup>2</sup> -Lays           |
| and the, Ketoid <sup>2</sup> -Chatoid                  | at, Tee <sup>3</sup>                         |
| and should, Ketoid-Chatoid <sup>2</sup>                | at all, Tel <sup>3</sup>                     |
| and all, Keltoid <sup>2</sup>                          | at hand, Tend <sup>3</sup>                   |
| and are, Kretoid <sup>2</sup>                          | at least, Telst <sup>3</sup>                 |
| and of, Keftoid <sup>2</sup>                           | at once, Tens <sup>3</sup>                   |
| and our, Kretoid <sup>2</sup>                          | at our, Ter <sup>3</sup>                     |
| annual-ly, Nel <sup>3</sup>                            | at our own, Tren <sup>3</sup>                |
|  | atonement, Tee <sup>2</sup> -Ment            |
|  | attainment, Tee <sup>3</sup> -Ment           |

attraction, Tershon<sup>3</sup>  
 average, Vee<sup>3</sup>-Jay  
 aware, Werf<sup>3</sup>  
 aware of, Werf<sup>3</sup>  
 away, Way<sup>3</sup>  
 awe, Dedoid<sup>1</sup>  
 awful-ly, Deftoid<sup>1</sup>  
 be, Bee<sup>2</sup>  
 because, Kays<sup>1</sup>  
 become, Bee<sup>2</sup>-Kay  
 been, Ben<sup>2</sup>  
 before, Bef<sup>2</sup>  
 began, Gen<sup>3</sup>  
 begin, Gen<sup>1</sup>  
 begun, Gen<sup>2</sup>  
 behind, Bef<sup>1</sup>  
 belief, Blef<sup>2</sup>  
 believer, Blef<sup>2</sup>-Ray  
 believe-d, Bel<sup>2</sup>  
 belong-ed, Bel<sup>1</sup>  
 beyond, Yüh<sup>1</sup>  
 build, Beld<sup>1</sup>  
 built, Belt<sup>1</sup>  
 business, Bees<sup>1</sup>  
 but, Tetoid<sup>2</sup>  
 but have, Teftoid<sup>2</sup>  
 buy, by, Bee<sup>1</sup>  
 by all, Bel<sup>1</sup>  
 by all of, Blef<sup>1</sup>  
 by having, Bef<sup>1</sup>-"ing"  
 by our, Ber<sup>1</sup>  
 by our own, Bren<sup>1</sup>  
 calculate-d, Kel<sup>3</sup>  
 calculation, Kel<sup>3</sup>  
 California, Klef-Ray<sup>1</sup>  
 call, Kel<sup>1</sup>  
 called, Keld<sup>1</sup>  
 can, Ken<sup>2</sup>  
 cannot, Kent<sup>1</sup>  
 capable, Kay-Bel<sup>2</sup>  
 capably, Kay-Bel<sup>2</sup>  
 car, Ker<sup>3</sup>  
 care, Ker<sup>2</sup>  
 cares, Kers<sup>2</sup>  
 cared, Kred<sup>2</sup>  
 careful-ly, Kref<sup>2</sup>  
 change-d, Chay<sup>2</sup>  
 character, Ker<sup>2</sup>-Kay

characteristic, Ker<sup>2</sup>-Kayst  
 characterize, Ker<sup>2</sup>-Kays  
 charge-d, Chay<sup>3</sup>  
 cheer, Cher<sup>1</sup>  
 cheered, Cherd<sup>1</sup>  
 circumstance, Stens<sup>3</sup>  
 circumstances, Stenses<sup>3</sup>  
 circumstantial, Sten<sup>3</sup>  
 collect-ed, Kel<sup>2</sup>-Kay  
 come, Kay<sup>2</sup>  
 common, Kay<sup>1</sup>  
 Company, Kay<sup>2</sup>  
 commercial, Kay<sup>2</sup>-Mer  
 completion, Pelshon<sup>1</sup>  
 compliance, Plens<sup>1</sup>  
 complied, Pled<sup>1</sup>  
 comply, Pel<sup>1</sup>  
 comprehend-ed, Prend<sup>2</sup>  
 comprehension-sive, Pren<sup>2</sup>  
 conclusion, Kelshon<sup>3</sup>  
 condition-al, Deeshon<sup>2</sup>  
 conform-ed, Con-dot :Fer<sup>1</sup>  
 consequence, Skens<sup>1</sup>  
 consequent, Skent<sup>1</sup>  
 consequential-ness, Sken<sup>1</sup>  
 consider, Sder<sup>2</sup>  
 considered, Sdred<sup>1</sup>  
 consideration, Sdershon<sup>2</sup>  
 contraction, Tershon<sup>2</sup>  
 contradiction, Deeshon<sup>1</sup>  
 correct-ed-ness, Ker<sup>1</sup>  
 corrects, Kers<sup>1</sup>  
 could, Ked<sup>2</sup>  
 county, Kent<sup>2</sup>  
 cross-examine-ation, Ker<sup>2</sup>-Smen  
 cross-examined, Ker<sup>2</sup>-Smen  
 cure, Ker<sup>3</sup>  
 cured, Kred<sup>3</sup>  
 curious, Kers<sup>3</sup>  
 danger, Dee<sup>2</sup>-Jer  
 dangerous, Dee<sup>2</sup>-Jers  
 dear, Der<sup>2</sup>  
 December, Dees<sup>2</sup>-Em  
 deform-ed, Dee<sup>1</sup>-Fer  
 deliver-ed, Del<sup>2</sup>  
 delivery, Del<sup>2</sup>  
 denominate-d, Den<sup>1</sup>  
 denomination, Den<sup>1</sup>

- description, Skershon<sup>1</sup>  
 develop-ment, Def<sup>2</sup>-Pee  
 developed, Def<sup>2</sup>-Pet  
 did not, Dent<sup>1</sup>  
 didn't, Dent<sup>1</sup>  
 differ-ed-ent-ence, Def<sup>2</sup>  
 difficult-y, Kel<sup>2</sup>  
 direct-ed-ly, Der<sup>2</sup>  
 director, Der<sup>2</sup>-Ter  
 direction, Dershon<sup>2</sup>  
 disinterested, Dees<sup>2</sup>-Ents-Ted  
 displeasure, Dees<sup>2</sup>-Zher  
 do, Dee<sup>2</sup>  
 doctor, Der<sup>1</sup>  
 dollar, Dee<sup>1</sup>  
 done, Den<sup>2</sup>  
 do not, Dent<sup>2</sup>  
 don't, Dent<sup>2</sup>  
 doubt, Det<sup>3</sup> (below and free from  
     the line)  
 down, Den<sup>3</sup>  
 duration, Dershon<sup>3</sup>  
 during, Der<sup>3</sup>  
 each, Chay<sup>1</sup>  
 each of, Chef<sup>1</sup>  
 either, Tuer<sup>1</sup>  
 entertainment, Ent-Tee<sup>2</sup>-Ment  
 entire, Enter<sup>1</sup>  
 equal-ly, Kel<sup>1</sup>  
 equalled, Keld<sup>1</sup>  
 establish-ed, Est<sup>2</sup>  
 establishment, Est<sup>2</sup>  
 even, Ven<sup>1</sup>  
 ever, Vee<sup>1</sup>  
 every, Ver<sup>2</sup>  
 everything, Ver<sup>2</sup>-Ing  
 everywhere, Ver<sup>2</sup>-Ar  
 exact-ed, Sket<sup>3</sup>  
 examine-ation, Smen<sup>2</sup>  
 examined, Smend<sup>2</sup>  
 exception-al, Speeshon<sup>2</sup>  
 exclusive, Skels<sup>2</sup>  
 expanse-ible, Spens<sup>3</sup>  
 expect-ed, Spee<sup>2</sup>  
 expectation, Spee<sup>2</sup>  
 expense, Spens<sup>2</sup>  
 expensive-ness, Spen<sup>2</sup>  
 experience, Sprens<sup>2</sup>  
 experienced, Sprenst<sup>2</sup>  
 explain-ation, Splen<sup>2</sup>  
 explained, Splend<sup>2</sup>  
 express, Spers<sup>2</sup>  
 expressed, Sperst<sup>2</sup>  
 expresses, Sperses<sup>2</sup>  
 expression, Spershon<sup>2</sup>  
 extraordinary, Ster<sup>2</sup>-Ard  
 fall, Fel<sup>1</sup>  
 familiar-ity, Ef<sup>2</sup>-Em  
 family, Mel<sup>3</sup>  
 favorable-y, Ver<sup>3</sup>-Bee  
 favor-ed, Ver<sup>3</sup>  
 February, Ef<sup>2</sup>-Bee  
 feel, Fel<sup>1</sup>  
 few, Ef<sup>3</sup>  
 fill, Fel<sup>1</sup>  
 filled, Feld<sup>1</sup>  
 first, Steh<sup>2</sup>  
 follow, Fel<sup>1</sup>  
 followed, Feld<sup>1</sup>  
 for, Ef<sup>2</sup>  
 forever, Ef<sup>2</sup>-Vee  
 formation, Fershon<sup>1</sup>  
 form-ed, Fer<sup>1</sup>  
 former-ly, Fer<sup>1</sup>-Ar  
 formal, Fer<sup>1</sup>-Lay  
 formality, Fer<sup>1</sup>-Let  
 formula, Fer<sup>1</sup>-Lay  
 forward, Ef<sup>2</sup>-Werd  
 found-ed-ation, Fend<sup>3</sup>  
 from, Fer<sup>2</sup>  
 full-y, Fel<sup>2</sup>  
 further, Ferther<sup>2</sup>  
 gave, Gef<sup>2</sup>  
 general-ly, Jen<sup>2</sup>  
 generalize, Jens<sup>2</sup>  
 generalized, Jenst<sup>2</sup>  
 gentleman, Jent<sup>2</sup>  
 gentlemen, Jent<sup>1</sup>  
 give-n, Gay<sup>1</sup>  
 go, Gay<sup>3</sup>  
 God, Ged<sup>1</sup>  
 good, Ged<sup>2</sup>  
 govern-ed-ment, Gef<sup>2</sup>  
 governor, Gef<sup>2</sup>-Ray  
 great, Gret<sup>2</sup>  
 Great Britain, Gret<sup>2</sup>-Bret



greater, Gret<sup>2</sup>-Ray  
 greatest, Gretst<sup>2</sup>  
 had, Dee<sup>3</sup>  
 had not, Dent<sup>3</sup>  
 hadn't, Dent<sup>3</sup>  
 happiness, Pens<sup>3</sup>  
 happy, Pee<sup>3</sup>  
 has, Iss<sup>2</sup>  
 has as, has his, Ses<sup>2</sup>  
 has it, Zet<sup>2</sup>  
 has not, Sent<sup>2</sup>  
 have, Vee<sup>2</sup>  
 he, Chetoid<sup>2</sup>  
 hear, Ar<sup>1</sup>  
 heard, Ard<sup>2</sup>  
 her, Ar<sup>1</sup>  
 here, Ar<sup>1</sup>  
 hereafter, Ar<sup>1</sup>:Eft<sup>1</sup>  
 heretofore, Ret<sup>2</sup>-Ef  
 her own, Arn<sup>1</sup>  
 hers, herself, Ars<sup>1</sup>  
 high, I<sup>1</sup>  
 highly, Petoid-Lay<sup>1</sup>  
 him, Em<sup>2</sup>  
 himself, Ems<sup>2</sup>  
 his, Iss<sup>1</sup>  
 his has, his is, Ses<sup>1</sup>  
 home, Em<sup>3</sup>  
 hope, Pee<sup>3</sup>  
 hoped, Pet<sup>3</sup>  
 hopeful-ly, Pef<sup>3</sup>  
 hour, Ar<sup>3</sup>  
 how, Chetoid<sup>3</sup>  
 however, Vee<sup>3</sup>  
 hundred, End<sup>2</sup>  
 I, I<sup>1</sup>  
 if, Ef<sup>1</sup>  
 if it, Eft<sup>1</sup>  
 I have, Teftoid<sup>1</sup>  
 immediate-ly, Med<sup>1</sup>  
 importance, Emp<sup>1</sup>  
 important, Emp<sup>1</sup>  
 impossibilities, Empses<sup>1</sup>  
 impossibility, Emps<sup>1</sup>  
 impossible, Emps<sup>1</sup>  
 improve-d, Emp<sup>2</sup>  
 improvement, Emp<sup>2</sup>  
 in, En<sup>1</sup>

in all, Nel<sup>1</sup>  
 indiscriminate, Ends<sup>1</sup>-Kay  
 indiscrimination, Ends<sup>1</sup>-Kay  
 inexperience, In-Sprens<sup>2</sup>  
 inexperienced, In-Sprenst<sup>2</sup>  
 influence, Ens<sup>1</sup>  
 influenced, Enst<sup>1</sup>  
 influences, Enses<sup>1</sup>  
 influential, En<sup>1</sup>-Shel  
 information, Enshon<sup>1</sup>  
 inform-ed, En-Fer<sup>1</sup>  
 in order, Nerd<sup>1</sup>  
 in our, Ner<sup>3</sup>  
 in our own, Nern<sup>3</sup>  
 in regard, Ner<sup>1</sup>-Ged  
 in reply, Ner-Pel<sup>1</sup>  
 in respect, Ner-Spec<sup>2</sup>  
 inscription, In-Skershon<sup>1</sup>  
 instant, Enst<sup>1</sup>  
 intellect, Ent<sup>1</sup>-Kay  
 intellectual-ly, Ent-Ket-Il<sup>2</sup>  
 intelligence, Ent-Jens<sup>2</sup>  
 intelligent Ent-Jent<sup>2</sup>  
 interest, Ents-Tee<sup>2</sup>  
 interested, Ents-Ted<sup>1</sup>  
 investigation, En-Veeseshon<sup>2</sup>  
 irregular-ity, Ar<sup>2</sup>-Gay  
 irrespective-ly, Ar<sup>2</sup>-Spéf  
 is, Iss<sup>1</sup>  
 is as, Ses<sup>1</sup>  
 is his, Ses<sup>1</sup>  
 is it, Zet<sup>1</sup>  
 is not, Sent<sup>1</sup>  
 issue, Ish<sup>3</sup>  
 it, Tee<sup>2</sup>  
 its, Tees<sup>2</sup>  
 itself, Tees<sup>3</sup>  
 it had, Tet<sup>3</sup>  
 it had not, Tent<sup>3</sup>  
 it ought, Tet<sup>1</sup>  
 it ought not, Tent<sup>1</sup>  
 it will, Tel<sup>2</sup>  
 it will have, Telf<sup>2</sup>  
 it will not, Tlent<sup>1</sup>  
 it would, Tet<sup>3</sup>  
 it would not, Tent<sup>3</sup>  
 January, Jay<sup>2</sup>-En  
 junior, Jer<sup>3</sup>

jury, Jer<sup>3</sup>  
 kind, Kent<sup>1</sup>  
 knew, En<sup>2</sup>-Chetoid  
 know, En<sup>2</sup>  
 knowledge, En-Jay<sup>2</sup>  
 known, Nen<sup>2</sup>  
 language, Ing<sup>2</sup>  
 large, Jay<sup>3</sup>  
 larger, Jer<sup>3</sup>  
 let, Let<sup>2</sup>  
 let us, Lets<sup>2</sup>  
 long, Ing<sup>3</sup>  
 Lord, Ard<sup>1</sup>  
 machinery, Em-Ish<sup>2</sup>-Ray  
 made, Med<sup>2</sup>  
 man, Men<sup>2</sup>  
 manner, Ner<sup>2</sup>  
 manufacture-d, Em-En-Ef<sup>2</sup>  
 manufacturer, Em-En-Ef<sup>2</sup>  
 Massachusetts, Ems-Chay<sup>3</sup>  
 matter, Emter<sup>2</sup>  
 may, Em<sup>2</sup>  
 may be, Emp<sup>2</sup>  
 may not, Ment<sup>2</sup>  
 me, Em<sup>1</sup>  
 member, Ber<sup>2</sup>  
 men, Men<sup>1</sup>  
 mention, Emshon<sup>2</sup>  
 mentioned, Emshond<sup>2</sup>  
 mere, Mer<sup>1</sup>  
 merely, Mer<sup>1</sup>-Lay  
 might, Met<sup>1</sup>  
 million-th, Mel<sup>1</sup>  
 mind, Mend<sup>1</sup>  
 more, Mer<sup>2</sup>  
 moreover, Mer<sup>2</sup>-Ver  
 more than, Mern<sup>2</sup>  
 Mr., Mer<sup>1</sup>  
 Mrs., Ems-Es<sup>2</sup>  
 much, Chay<sup>3</sup>  
 much will, Chel<sup>3</sup>  
 my, Em<sup>1</sup>  
 my dear friend, Emder<sup>1</sup>-Frend  
 my dear sir, Emders<sup>1</sup>-Ray  
 my own, Men<sup>1</sup>  
 myself, Ems<sup>1</sup>  
 nature, Net<sup>2</sup>  
 near, Ner<sup>1</sup>

neared, Nerd<sup>1</sup>  
 nearer, Ner<sup>1</sup>-Ar  
 nearest, Nerst<sup>1</sup>  
 neglect-ed, En<sup>2</sup>-Gay  
 neglectful-ly, En<sup>2</sup>-Gef  
 never, En-Vee<sup>2</sup>  
 nevertheless, En†Vee<sup>2</sup>  
 new, En<sup>2</sup>-Chetoid  
 New Jersey, En-Jay<sup>2</sup>  
 New York, En-Yay<sup>2</sup>  
 next, Enst<sup>2</sup>  
 no, En<sup>2</sup>  
 none, Nen<sup>2</sup>  
 nor, Ner<sup>1</sup>  
 not, Net<sup>1</sup>  
 notwithstanding, En†Tee<sup>2</sup>  
 November, En-Vee<sup>2</sup>  
 now, En<sup>2</sup>-Petoid  
 number, Ber<sup>3</sup>  
 numbered, Ber<sup>3</sup>-Dee  
 object', Bee<sup>2</sup>  
 ob'ject, Bee<sup>2</sup>  
 objection, Beeshon<sup>2</sup>  
 objective, Beetiv<sup>2</sup>  
 obligation, Belshon<sup>2</sup>  
 of, Petoid<sup>1</sup>  
 of all, Pletoid<sup>1</sup>  
 of it, Vet<sup>1</sup>  
 of our, Pretoid<sup>1</sup>  
 of our own, Prentoid<sup>1</sup>  
 often, Fen<sup>2</sup>  
 of their, Veether<sup>1</sup>  
 oh, Dedoid<sup>2</sup>  
 on, Chetoid<sup>1</sup>  
 on all, Cheltoid<sup>1</sup>  
 one, Wen<sup>2</sup>  
 only, 'Nel<sup>2</sup>  
 on our, Chertoid<sup>1</sup>  
 on our own, Cherntoid<sup>1</sup>  
 on the one hand, Wen'end<sup>2</sup>  
 on the other hand, Thrend<sup>2</sup>  
 onward, Retoid<sup>1</sup>-Werd  
 opinion, Nen<sup>1</sup>  
 opportunity, Pret<sup>2</sup>  
 opposition, Peeshon<sup>1</sup>  
 oppression, Pershon<sup>3</sup>  
 or, Tetoid<sup>1</sup>  
 order-ed, Arder<sup>1</sup>

organ, Gen<sup>1</sup>  
 organization, Genseshon<sup>1</sup>  
 other, Ther<sup>3</sup>  
 ought, Jedoid<sup>1</sup>  
 our, Ar<sup>2</sup>  
 our own, Arn<sup>3</sup>  
 ourself, Ars<sup>3</sup>  
 ourselves, Arses<sup>3</sup>  
 out, Tee<sup>3</sup>  
 out of, Tef<sup>3</sup>  
 over, Ver<sup>1</sup>  
 overcome, Ver<sup>1</sup>-Kay  
 owe, Dedoid<sup>2</sup>  
 own, En<sup>3</sup>  
 owner, Ner<sup>3</sup>  
 parallel-ed, Prel<sup>2</sup>  
 parliament-ary, Prel<sup>3</sup>  
 particular-ly, Pret<sup>1</sup>  
 party, Pee<sup>3</sup>  
 peculiar-ity, Pee<sup>2</sup>-Kay  
 people-d, Pel<sup>2</sup>  
 perfect, Perf<sup>1</sup>  
 perfected, Perf<sup>1</sup>-Ket  
 perfection, Pershon<sup>1</sup>  
 Pennsylvania, Pees<sup>2</sup>-Vee  
 perform-ed-ance, Per<sup>2</sup>-Fer  
 permit-ted, Per<sup>2</sup>-Met  
 plaintiff, Plent<sup>2</sup>  
 platform, Plet<sup>2</sup>-Fer  
 pleasure, Zher<sup>2</sup>  
 position, Peeseshon<sup>2</sup>  
 possession, Peeseshon<sup>3</sup>  
 possibility, Pees<sup>1</sup>  
 possible-y, Pees<sup>1</sup>  
 practicable, Per<sup>3</sup>-Ket  
 practical-ly, Per<sup>3</sup>  
 practice, Per<sup>3</sup>  
 practiced, Perst<sup>3</sup>  
 practices, Pers<sup>3</sup>  
 preliminary, Prel<sup>1</sup>  
 pretty, Pret<sup>2</sup>  
 principal, Per<sup>2</sup>  
 principle, Per<sup>2</sup>  
 probable-y, Per<sup>2</sup>-Bee  
 probability, Per<sup>2</sup>-Bee  
 product, Per<sup>2</sup>-Dec  
 professor, Pref<sup>2</sup>  
 profit-ed, Preft<sup>1</sup>

promote-d, Per<sup>3</sup>-Met  
 prompt-ed, Per<sup>1</sup>-Met  
 proof, Pref<sup>2</sup>  
 proper, Per<sup>1</sup>  
 property, Per<sup>1</sup>-Pee  
 prophet, Preft<sup>1</sup>  
 propriety, Per<sup>1</sup>  
 prove, Pref<sup>2</sup>  
 public-ation, Pee<sup>2</sup>-Bee  
 publish-ed-er, Pee<sup>2</sup>-Bee  
 put, Pet<sup>3</sup> (below and free from  
     the line)  
 question, Ken<sup>2</sup>  
 quite, Ket<sup>1</sup>  
 rather, Rayther<sup>2</sup>  
 read, Ard<sup>1</sup>  
 real-ly, Rel<sup>1</sup>  
 reality, Rel<sup>1</sup>  
 realize, Rels<sup>1</sup>  
 realized, Relst<sup>1</sup>  
 refer-red-ence, Ray<sup>2</sup>-Ef  
 refers, Ray<sup>2</sup>-Efs  
 references, Ray<sup>2</sup>-Efs  
 reform-ed, Ray<sup>1</sup>-Fer  
 regular-ity, Ray<sup>2</sup>-Gay  
 relate-d, Rel<sup>2</sup>  
 relation, Rel<sup>2</sup>  
 remark-ed, Mer<sup>1</sup>  
 remarkable-y, Mer-Bel<sup>2</sup>  
 remember, Ber<sup>2</sup>  
 remembered, Ber<sup>2</sup>-Dec  
 remembrance, Brens<sup>2</sup>  
 represent, Ray<sup>2</sup>-Pee  
 represented, Ray<sup>2</sup>-Pee-Dec<sup>3</sup>  
 representation, Ray<sup>2</sup>-Peeshon  
 representative, Ray<sup>2</sup>-Peetiv  
 respect-ful-ly, Rays<sup>2</sup>-Pee  
 respective-ly, Ray<sup>2</sup>-Spof  
 rule-d, Rel<sup>3</sup>  
 same time, Sem<sup>1</sup>-Em  
 satisfaction, Steeshon<sup>3</sup>  
 satisfy-ied, Stee<sup>3</sup>  
 satisfactory, Stee<sup>3</sup>  
 secure, Sker<sup>3</sup>  
 secured, Skrel<sup>3</sup>  
 security, Skret<sup>3</sup>  
 see, Es<sup>1</sup>  
 September, Spet<sup>2</sup>-Em

several, Svec<sup>2</sup>  
 shall, Ish<sup>2</sup>  
 share, Sher<sup>3</sup>  
 shared, Sherd<sup>3</sup>  
 she, Ish<sup>1</sup>  
 should, Chetoid<sup>2</sup>  
 should all, Cheltoid<sup>2</sup>  
 should our, Chertoid<sup>2</sup>  
 significaney, Sgen<sup>1</sup>  
 significant-ee, Sgay<sup>1</sup>  
 situation, Steeshon<sup>1</sup>  
 so, Es<sup>2</sup>  
 something, Sem<sup>2</sup>-Ing  
 sometime, Semt<sup>2</sup>  
 somewhat, Semt<sup>1</sup>  
 sooner than, Snern<sup>3</sup>  
 special-ty-Spec<sup>3</sup>  
 spirit, Spret<sup>1</sup>  
 station, Steeshon<sup>2</sup>  
 stranger, Ster<sup>2</sup>-Jer  
 subject, Iss-Bec<sup>2</sup>  
 subjected, Sbec<sup>2</sup>:Jay  
 subjection, Sbeeshon<sup>2</sup>  
 subjective, Sbeetiv<sup>2</sup>  
 superintend-ed-ent, Sprent<sup>3</sup>  
 supply, Spel<sup>2</sup>  
 supplied, Spled<sup>2</sup>  
 suppress, Spers<sup>3</sup>  
 suppressed, Sperst<sup>3</sup>  
 suppresses, Sperses<sup>3</sup>  
 suppression, Spershon<sup>3</sup>  
 surprise, Spers<sup>1</sup>  
 surprised, Sperst<sup>1</sup>  
 surprises, Sperses<sup>1</sup>  
 sure, Sher<sup>2</sup>  
 surely, Shrel<sup>2</sup>  
 tell, Tel<sup>2</sup>  
 than, Thn<sup>3</sup>  
 thank-ed, Ith<sup>3</sup>  
 that, Thet<sup>1</sup>  
 the, a dot above the line  
 their, Tner<sup>2</sup>  
 their own, Thn<sup>2</sup>  
 them, Thne<sup>2</sup>  
 themselves, Thneeses<sup>2</sup>  
 then, Thn<sup>2</sup>  
 there, Tner<sup>2</sup>  
 thereafter, Thn<sup>2</sup>-Eft

therefor-e, Ther<sup>2</sup>-Et  
 thereof, Tner<sup>2</sup>:Petoid<sup>1</sup>  
 thereon, Tner<sup>2</sup>:Chetoid<sup>1</sup>  
 thereto, Tner<sup>2</sup>-Petoid  
 these, Thnees<sup>1</sup>  
 they, Thne<sup>2</sup>  
 they are, Tner<sup>2</sup>  
 they will, Thel<sup>2</sup>  
 thing, Ing<sup>1</sup>  
 think, Ith<sup>2</sup>  
 this, Thnees<sup>2</sup>  
 those, Thnees<sup>3</sup>  
 though, Thne<sup>3</sup>  
 thought, Itht<sup>1</sup>  
 thousand, Ith<sup>3</sup>  
 through, Ther<sup>2</sup>  
 throughout, Thret<sup>2</sup>  
 thus, Thnees<sup>3</sup>  
 till, Tel<sup>2</sup>  
 till it, Telt<sup>1</sup>  
 time, Tee<sup>1</sup>  
 to, Petoid<sup>2</sup>  
 to all, Pletoid<sup>2</sup>  
 to be, Bec<sup>3</sup>  
 to become, Bec<sup>3</sup>-Kay  
 together, Gay<sup>2</sup>  
 to have, Peftoid<sup>2</sup>  
 to have been, Ben<sup>3</sup>  
 told, Telt<sup>2</sup>  
 too, Bedoid<sup>2</sup>  
 to our, Pretoid<sup>2</sup>  
 to our own, Prentoid<sup>2</sup>  
 toward, Tred<sup>2</sup>  
 towards, Treds<sup>2</sup>  
 transfer-red, Ters<sup>2</sup>-Ef  
 transgress, Ters<sup>2</sup>-Gays  
 transform-ed, Ters<sup>2</sup>-Fer  
 transient, Tershont<sup>2</sup>  
 truly, Trel<sup>3</sup>  
 truth, Ter<sup>2</sup>  
 truthful-ly, Tref<sup>2</sup>  
 twelve-th, Telf<sup>2</sup>  
 two, Bedoid<sup>2</sup>  
 under, End<sup>2</sup>  
 understood, Ends-Ted<sup>2</sup>  
 uniform-ity, En-Fer<sup>3</sup>  
 United States, Enses<sup>1</sup>  
 unless, Nels<sup>1</sup>

|   |   |
|---|---|
| until, Tel <sup>3</sup>                         | which, Chay <sup>2</sup>                  |
| until it, Telt <sup>3</sup>                     | which are, Cher <sup>2</sup>              |
| up, Pee <sup>2</sup>                            | whichever, Chef <sup>2</sup>              |
| upon, Pen <sup>2</sup>                          | which have, Chef <sup>2</sup>             |
| us, Es <sup>3</sup>                             | which will, Chel <sup>2</sup>             |
| use (noun), Es <sup>3</sup>                     | which will not, Chlent <sup>1</sup>       |
| use (verb), Zee <sup>3</sup>                    | while, Wel <sup>1</sup>                   |
| used, Zed <sup>3</sup>                          | who, Jedoid <sup>2</sup>                  |
| usual-ly, Zhay <sup>2</sup>                     | who are, Jerdoid <sup>2</sup>             |
| valuable, Vel <sup>3</sup> -Bel                 | whoever, Jeltoid <sup>2</sup>             |
| value, Vel <sup>3</sup>                         | who have, Cheftoid <sup>2</sup>           |
| valued, Veld <sup>3</sup>                       | whole, Lay <sup>3</sup>                   |
| very, Ver <sup>2</sup>                          | whom, Jedoid <sup>2</sup>                 |
| want, Went <sup>1</sup>                         | whose, Jedsoid <sup>2</sup>               |
| was, Zee <sup>2</sup>                           | whosoever, Jedsoid <sup>2</sup> :Iss      |
| way, Way <sup>2</sup>                           | whosoever, Jedsoid <sup>2</sup> -Vee      |
| we, We <sup>1</sup>                             | who will, Jeltoid <sup>2</sup>            |
| we are, Wer <sup>1</sup>                        | why, Way <sup>1</sup>                     |
| we are not, Wernt <sup>1</sup>                  | will, Lay <sup>2</sup>                    |
| we are of, Werf <sup>1</sup>                    | will not, Lent <sup>1</sup>               |
| we can, Weh <sup>1</sup> -Ken                   | wish, Ish <sup>1</sup>                    |
| we cannot, Weh <sup>1</sup> -Kent               | with, Wēh <sup>1</sup>                    |
| we know, Wen <sup>1</sup>                       | with him, Wem <sup>2</sup>                |
| we may, Wem <sup>1</sup>                        | within, Then <sup>1</sup>                 |
| we may not, Wement <sup>1</sup>                 | with me, Wem <sup>1</sup>                 |
| well, Wel <sup>2</sup>                          | with my, Wem <sup>1</sup>                 |
| were, Wēh <sup>2</sup>                          | without, Thet <sup>2</sup>                |
| were not, Wernt <sup>2</sup>                    | with what, Weh'weh <sup>1</sup>           |
| we were, we would, Way'weh <sup>1</sup>         | wished, Isht <sup>1</sup>                 |
| were what, were with, Weh'weh <sup>1</sup>      | word, Werd <sup>2</sup>                   |
| were yet, were you, Weh'yeh <sup>2</sup>        | world, Eld <sup>2</sup>                   |
| we will, Wel <sup>1</sup>                       | would, Wūh <sup>2</sup>                   |
| we will not, Welent <sup>1</sup>                | would we, Wuh'wuh <sup>2</sup>            |
| what, Wūh <sup>1</sup>                          | would what, Wuh'wuh <sup>2</sup>          |
| whatever, Tef <sup>2</sup>                      | would yet, Wuh'yuh <sup>2</sup>           |
| what we, what were, Wuh'wuh <sup>1</sup>        | would you, Wuh'yuh <sup>2</sup>           |
| what with, what would, Wuh'<br>wuh <sup>1</sup> | year-s, Yēh <sup>1</sup>                  |
| what yet, what you, Wuh'yuh <sup>1</sup>        | yet, Yēh <sup>2</sup>                     |
| when, Wen <sup>1</sup>                          | yield-ed, Yeld <sup>1</sup>               |
| whenever, Wen-Vee <sup>2</sup>                  | you, Yūh <sup>2</sup>                     |
| where, Wer <sup>2</sup>                         | you were, you would, Yuh'wuh <sup>2</sup> |
| wherefore, Wer <sup>2</sup> -Ef                 | your, Yay <sup>2</sup>                    |
| whereof, Werf <sup>2</sup>                      | your own, Yayn <sup>2</sup>               |
| wherever, Wer <sup>2</sup> -Vee                 | yours, yourself, Yays <sup>2</sup>        |
| whether, Wayther <sup>1</sup>                   | yourselves, Yayses <sup>2</sup>           |
|   | your ownself, Yayn <sup>2</sup> :Iss      |



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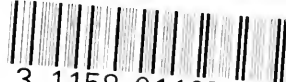
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